



ALEXANDRIA ECONOMIC  
DEVELOPMENT PARTNERSHIP, INC.

*Small*  
**BUSINESS RESOURCE**  
*Guide*

Guide to Establishing a Business  
in the City of Alexandria, Virginia  
2004

## MESSAGE FROM THE MAYOR

**William D. Euille**



Welcome to the City of Alexandria, Virginia. Alexandria is an exciting community, rich in its heritage and diversity, with abundant opportunities for all businesses and residents. We are pleased to have you as a part of our community and we are committed to helping your business prosper.

Throughout the various stages of the business life cycle, the right help at the right time can make all the difference between failure and success. The *Alexandria Small Business Resource Guide - Guide to Establishing a Business in the City of Alexandria, Virginia* contains valuable information on establishing and operating a successful business.

This Resource Guide is designed to assist entrepreneurs to start/expand business ventures that will result in such outcomes as an increase in the number of jobs created, increase in small business revenues and business sustainability. Not only does it provide major state and local tax, labor, occupational and legal requirements, and environmental regulations related to doing business in Virginia, it also contains a complete listing of other local sources of small business assistance.

I hope that you find this Guide to be comprehensive and useful. I encourage you to take full advantage of the programs and services that are available through the City of Alexandria, the Alexandria Economic Development Partnership, Inc. (AEDP) as well as those programs and services provided by the many resource partners listed in this guide.

While every effort has been made to ensure that information in this Guide is current and accurate, those interested in starting a business should seek legal, accounting and other professional advice on matters pertaining to forming a business, and are urged to consult with the agencies listed in this Guide. Copies of this Resource Guide are available from AEDP (703)739-3820, or [www.alexecon.org](http://www.alexecon.org); Citizen Assistance, Alexandria City Hall, (703)838-4800, or at [www.ci.alexandria.va.us](http://www.ci.alexandria.va.us).

Thank you for choosing the City of Alexandria to locate your business establishment. Best wishes for success in your business endeavors.

Sincerely,

William D. Euille  
Mayor, City of Alexandria, Virginia

Chairman of the Board  
Alexandria Economic Development Partnership, Inc.

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*Information in this Small Business Resource Guide is subject to change without notice. While every effort has been made to ensure that the information was accurate as of publication date, AEDP, the City of Alexandria and its employees shall not be liable for any damages arising from the use of or reliance on the information contained in this publication or from omissions to this publication.*

# QUICK REFERENCE GUIDE

## City of Alexandria

	Telephone
Office of the Mayor	(703) 838-4930
Citizen Assistance	(703) 838-4800
City Council Office	(703) 838-4500
City Manager's Office	(703) 838-4300
Office of Business Assistance	(703) 838-4227
General Information	(703) 838-4000
TDD For Hearing Impaired	(703) 838-5056

## Getting Started

Business License	(703) 838-4680
Building and Code Inspection Services	(703) 838-4360
Certificate of Occupancy	(703) 838-4360
Child Care Approval/Licensure	(703) 838-0750
Incorporation	(804) 371-9733
Planning & Zoning	(703) 838-4688
Trade Name & Partnership	(703) 838-4044

## Services

Fire Marshall	(703) 837-5559
Police Non-Emergency	(703) 838-4444
Refuse Collection	(703) 751-5130
Street Lights	(703) 838-4721
Taxpayers Assistance	(703) 838-4570
Transit Services	(703) 838-3800
Water & Sewer Problems	(703) 838-4334

## Taxes

Business License Tax	(703) 838-4680
Business Personal Property	(703) 838-4680
IRS TeleTax	(800) 829-4477
Personal Property (Boat Vehicle)	(703) 838-4560
Taxpayers Assistance	(703) 838-4570
Real Estate Assessments	(703) 838-4646
Real Estate Tax Payments	(703) 838-4777
State Income Tax	(703) 838-4570
Virginia Department of Taxation	(703) 359-6715

## Business Assistance Resources

Alexandria Chamber of Commerce	(703) 549-1000
Alexandria Convention and Visitors Association	(703) 838-4200
Alexandria Economic Development Partnership	(703) 739-3820
Alexandria Small Business Development Center	(703) 778-1292
Child Care Assistance	(703) 838-0886
Consumer Affairs	(703) 838-4350
ECDC Enterprise Development Group	(703) 685-0510
Enterprise Zone	(703) 739-3820
Police Crime Resistance Unit	(703) 838-4520
Procurement Technical Assistance Program	(703) 277-7755
Purchasing Agent, City of Alexandria	(703) 838-4944
SBA - Washington District Office	(202) 606-4000
Internal Revenue Service	(800) 829-1040
Virginia Department of Business Assistance	(804) 371-8200
Virginia Employment Commission	(703) 813-1399
Virginia Small Business Financing Authority	(804) 371-8254
Virginia's Center for Innovative Technology	(703) 689-3000



Virginia Department of Minority Business Enterprise	(804) 786-6585
Women's Business Center of Northern Virginia	(703) 534-6220

**Local Business Support**

Alexandria Business and Professional Women	(703) 824-1378
The Eisenhower Partnership	(703) 684-5124
King Street Metro Enterprise Team	(703) 740-1414
Northern Virginia Community College	(703) 845-6200
Old Town Business Association	(703) 684-0580
Potomac West Business Association	(703) 683-1012

**Other Important Offices**

Alexandria Lawyer Referral Service	(703) 548-1105
Alexandria Library	(703) 519-5900
Legal Services of Northern Virginia - Alexandria Office	(703) 684-5566
Northern Virginia Cigarette Tax Board	(703) 591-9222
NAACP/ Alexandria Branch	(703) 684-6190
Virginia Dept. of Alcoholic Beverage Control	(804) 213-4400

# ALEXANDRIA, VIRGINIA

## Zip Codes and Streets Shared with Fairfax and Arlington Counties

The following zip codes are located in the City of Alexandria: 22206, 22301, 22302, 22304, 22305, 22314, 22313 and 22320 (post office boxes only)

Only the following addresses in zip code 22206 are in Alexandria, the remaining addresses are located in Arlington:

Street Name	Range	Numbers	Street Name	Range	Numbers
S. 28 <sup>th</sup> Street	4900-4916	Odd/Even	S. Columbus Street	2800-2998	Even
S. 29 <sup>th</sup> Street	4900-4999	Odd/Even	S Dinwiddie Street	2900-2999	Odd/Even
S. 30 <sup>th</sup> Street	4901-4911	Odd			

Enterprise Zone Zip Codes: 22301 and 22302

All addresses in zip code 22302 are in Alexandria EXCEPT the following, which are located in Fairfax or Arlington County:

Street Name	Range	Numbers	Street Name	Range	Numbers
Condit Court	4900-4908	Odd/Even	Leesburg Pike	5151-5150	Even
Forest Drive	3527-3612	Odd/Even	Skyline Village Court	5101-5119	Odd/Even
Lee Court	3530-3538	Odd/Even	S. 14 <sup>th</sup> Street	3601-3619	Odd/Even
Leesburg Court	3501-3537	Odd/Even	S. George Mason Drive	3532-3619	Odd/Even

All addresses in zip code 22304 are in Alexandria EXCEPT the following, which are located in Fairfax County:

Street Name	Range	Numbers	Street Name	Range	Numbers
Bedlington Terrace	5190-5708	Odd/Even	Cottingham Place	5191-5209	Odd/Even
Brampton Court	6351-6378	Odd/Even	Farrington Avenue	5916-6100	Odd/Even
Chaucer Lane	6260-6317	Odd/Even	Manchester Way	6300-6336	Odd/Even
Chaucer View Circle	6269-6335	Odd/Even	Stultz Road	5124-5216	Even

Zip Codes 22311 and 22312 are not easily split between Alexandria and Fairfax County.

The following zip codes use the Alexandria name in their mailing addresses, but are completely located in Fairfax County: 22303, 22306, 22307, 22308, 22309, 22310 and 22315

The following Alexandria Streets continue into Fairfax or Arlington County:

Armistead St.	Beckinridge Pl	Conduit Ct.	Leesburg Ct.	Rosser St.	Stevenson Ave.
Atkinson Pl.	Chamblis St.	Cottingham	Leesburg Pke.	Seminary Rd.	Stultz Rd.
Beauregard St.	Chaucer La.	Farrington Ave.	Lincolnia Rd.	Skyline Village Ct.	Tracy St.
Bedlington Ter.	Chaucer View Cir.	Forest Dr.	Manchester Way	S. 14 <sup>th</sup> St.	
Brampton Court	Colfax Dr.	Lee Ct.	Quantrell Ave.	S. George Mason Dr.	
S. 28 <sup>th</sup> St.	S. 29 <sup>th</sup> St.	S. 30 <sup>th</sup> St.	S. Columbus St.	S. Dinwiddie St.	

## ALEXANDRIA ECONOMIC DEVELOPMENT PARTNERSHIP, INC.

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The Alexandria Economic Development Partnership, Inc. (AEDP) is a public/private partnership between the City of Alexandria and the business community and serves as a focal point for economic development and commercial real estate information in Alexandria. Over the past several years, AEDP's efforts have been successful in establishing Alexandria as a headquarters for national trade associations and as a location for innovative and exciting technology firms - an important part of the Northern Virginia economy.

Alexandria's commercial market offers products suitable to many different needs. The variety of office and retail product is unmatched in the region. The affordable costs of space and Alexandria's corporate tax rates make the City extremely competitive.

Alexandria offers several incentives for firms. The only state-designated Enterprise Zone in Northern Virginia, located in the Potomac West area of the City, offers tax credits for job creation and capital investment. R&D firms located anywhere in Alexandria can have a portion of their gross receipts tax exempted. Nonprofit organizations can access low cost industrial development bonds for new construction, refinancing or equipment purchases. Additionally, Alexandria offers rapid review processing for tenant build-out and provides the most accelerated development review process in the region.

AEDP is committed to working with those in the commercial real estate field and the business community in general to continue to grow and improve Alexandria's economy.

For assistance regarding existing and proposed real estate, economic and demographic statistics, and for general business assistance, please contact:

Alexandria Economic Development Partnership, Inc.  
1729 King St.  
Suite 410  
Alexandria, Virginia 22314  
Telephone: (703) 739-3820  
Fax: (703) 739-1384  
Email: [info@alexecon.org](mailto:info@alexecon.org)  
[www.alexecon.org](http://www.alexecon.org)

## PREPARATION FOR BUSINESS OWNERSHIP

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Starting and managing a business takes motivation, desire and talent. It also takes research and planning. Like a chess game, success in small business starts with decisive and correct opening moves. Although initial mistakes may not be fatal, it takes skill, discipline and hard work to regain the advantage. To increase your chance for success, take the time up front to explore and evaluate your business and personal goals. This information may be used to build a comprehensive and well-thought-out business plan that will help you reach these goals. The process of developing a business plan will help you think through some important issues that you may not have considered yet. Your plan will become a valuable tool as you set out to raise money for your business. It should also provide milestones to gauge your success.

### Getting Started

Before starting out, list your reasons for wanting to go into business. Some of the most common reasons for starting a business are:

- You want to be your own boss.
- You want financial independence.
- You want to fully use your skills and knowledge.

Next you need to determine what business is “right for you.” Ask yourself these questions:

- What do I like to do with my time?
- What technical skills have I learned or developed?
- What do others say I am good at?
- How much time do I have to run a successful business?
- Do I have any hobbies or interests that are marketable?

Then you should identify the niche your business will fill. Conduct the necessary research to answer these questions:

- Is my idea practical and will it fill a need?
- What is my competition?
- What is my business advantage over existing firms?
- Can I deliver a better quality service?
- Can I create a demand for my business?

The final step before developing your plan is the pre-business checklist. You should answer these questions:

- What business am I interested in starting?
- What services or products will I sell?
- Where will I be located?
- What skills and experience do I bring to the business?
- What will be my legal structure?
- What will I name my business?
- What equipment or supplies will I need?
- What financing will I need?
- What are my resources?
- How will I compensate myself?

Your answers will help you create a focused, well-researched business plan that should detail how the business will be operated, managed and capitalized. After you have given some careful consideration to the business, you are ready to begin putting ideas on paper.

**Contact:** For assistance with putting together your business plan, contact the *Alexandria Small Business Development Center* at (703) 778-1295 or visit their website at [www.alexandriasbdc.org](http://www.alexandriasbdc.org).

## **CHECKLIST FOR OBTAINING A NEW BUSINESS LICENSE IN ALEXANDRIA**

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The following checklist outlines the five steps to obtaining a new business license in Alexandria:

### **Step 1: Choosing Your Business Structure**

Business registration requirements in Virginia will depend on the business entity type. A business may be conducted through a variety of organizational structures. A specific business structure is generally chosen for liability and/or tax reasons. In order to complete the necessary registration forms, you must determine which form of business entity applies to your business (See page 8 for information on Business Entity Type.)

### **Step 2: Register Your Business**

All foreign and domestic corporations and limited partnerships conducting business in Virginia must register with the Virginia State Corporation Commission. (See page 9 for information on Registering Your Business.)

### **Step 3: Apply for a Business License**

All persons interested in starting a business must apply to the City's Business Tax Branch in City Hall for a business license. (See page 10 for Business License information.)

### **Step 4: Obtain Zoning Approval**

All businesses in Alexandria must comply with zoning requirements before conducting business. (See page 10 for more information on Zoning Requirements.)

### **Step 5: Ensure Compliance with Building Code Regulations**

The new business should request a Certificate of Occupancy from the Code Enforcement Bureau of the Fire Department in City Hall. Code Enforcement inspects the building or dwelling from which the business is to be conducted. (See page 11 for information on obtaining a Certificate of Occupancy.)

## BUSINESS ESTABLISHMENT PROCESS IN ALEXANDRIA

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The following are guidelines to establishing a new business in Alexandria, and a brief description of agencies you may be required to contact before opening a new business. For more detailed information on the City's licensing and permitting system, contact the Department of Planning & Zoning, City of Alexandria, at 703.838.4666 for a free copy of the *Alexandria Small Business Guide*.

### Step 1 - Determine Your Business Entity Type

To begin any type of new business, you must first decide how you want the business structured. The decision on how to structure a business varies for each owner. The most common legal forms for establishing a business entity are listed below. For further information, visit any branch of the Alexandria Library, or call 703.519.5905, to obtain a free copy of its publication, *Small Business Information Resources*, which includes a listing of reference materials on legal forms that are available at the Library.

#### **Sole Proprietorship**

A sole proprietorship is an unincorporated business that is owned and operated by one person. This person receives all the profits and is personally liable for all the losses.

#### **General Partnership**

A general partnership is a relationship existing between two or more persons who join together to carry on a trade or business. Each partner contributes money, property, labor and/or skills, and agrees to share in the profits or losses of the business.

#### **Limited Partnership**

General partners retain control over the management of the partnership and are liable for all debts. Limited partners invest money or property in the business and are entitled to share in the profits. Generally, a limited partnership is formed to obtain additional funds. The limited partners' liability is limited to the extent of their investment.

A limited partnership created under the laws of another state or country is called a foreign limited partnership. It must register with the State Corporation Commission before it transacts business in Virginia.

#### **Limited Liability Partnership**

A limited liability partnership is a special status that can be registered for under a general partnership or a limited partnership. Partners are not individually liable for, directly or indirectly, claims and debts of the partnership as a whole or any individual partner or employee. However, a partner is still liable for claims and debts as a result of his/her own actions. A limited liability partnership must carry a minimum of \$500,000 in liability insurance.

#### **Limited Liability Company**

A limited liability company is an unincorporated business association of two or more members who own membership interest on their capital contributions. This type of business is intended to be taxed as a partnership while limiting the personal liability of its owners.

### **Corporation**

A corporation is an entity with a legal existence apart from its owners. Corporations must comply with federal laws and with laws in each state where business is conducted. Corporations are classified as stock or non-stock and domestic or foreign. Every corporation must first register with the State Corporation Commission before beginning its operations in Virginia. A Subchapter S (or “S” Corporation), a special form of a regular corporation (or “C” Corporation), is incorporated as a regular corporation, but requests special permission from the Internal Revenue Service to be taxed as a partnership.

## **Step 2 - Register Your Business**

### **Trade, Fictitious, or Assumed Business Name**

If business is conducted in Alexandria under a trade name or an assumed business name, you must register with the Clerk of the Circuit Court before transacting business in Virginia. (A trade or assumed name is the use of any name other than your own name for business purposes.) The registration fee is \$10.00. If the business is a partnership, the registration fee is \$10.00 for the first two partners and \$1.00 for each additional partner. In addition, if the entity is a limited partnership, a limited liability company, or a corporation, you must obtain a copy of each fictitious name certificate, attested by the Clerk of the Circuit Court, which must be filed with the State Corporation Commission. The filing fee is \$10.00.

### **Sole Proprietorship**

You do not need to file with the State Corporation Commission or with the Clerk of the Circuit Court, if you do not conduct business under a trade, fictitious, or assumed name.

### **General Partnership**

Complete the Statement of Registration as a Domestic Limited Liability Partnership or Statement of Registration as a Foreign Limited Liability Partnership, if you are a Foreign Limited Liability Partnership and file it with the State Corporation Commission. The filing fee is \$25.00.

### **Limited Partnership and Limited Liability Partnership**

Complete the Certificate of Limited Partnership Form, or complete the Application For Registration of Foreign Limited Partnership Form, if you are a Foreign Limited Partnership, and file with the State Corporation Commission. The filing fee is \$100.

### **Limited Liability Company**

Complete the Articles of Organization, or complete the Application For Registration of a Foreign Limited Liability Company, if you are a Foreign Limited Liability Company, and file with the State Corporation Commission. The filing fee is \$100.

### **Corporation**

Complete the Articles of Incorporation, or the Application for a Certificate of Authority to transact business in Virginia, if you are a Foreign Corporation, and file with the State Corporation Commission. The filing fee is \$25.00, plus a charter fee based on the number of shares. All entities doing business in Virginia must register the business. Corporations, limited partnerships, and limited liability companies



should register with the State Corporation Commission. General partnerships and trade names must register with the Clerk of the Circuit Court. You must also file the Charter fee based on the authority shares of common stock. The Charter fees are as follows: 1,000,000 or fewer authorized shares - \$50.00 for each 25,000 shares or fraction thereof; more than 1,000,000 shares - \$2,500.

**Contact:** All forms required by the State Corporation Commission can be downloaded from the Internet at [www.state.va.us/sc/division/clk/corp.htm](http://www.state.va.us/sc/division/clk/corp.htm). For additional information about business registration, please contact the *State Corporation Commission at (804) 371-9733* or the *Clerk of the Circuit Court at (703) 838-4044*. For the addresses of the State Corporation Commission and the Clerk of the Circuit Court, see appendix.

### **Contractor Registration**

Contractors must register their businesses both with the State and the City. For registration information, contact the State Board for Contractors and the City of Alexandria Code Enforcement Bureau.

**Contact:** For more information about contractor registration, please contact *State Board for Contractors, (804) 367-8500, Code Enforcement Bureau, (703) 838-4360*. For the addresses of the State Board for Contractors and the Code Enforcement Bureau, see the appendix.

## **Step 3 - Apply For A Business License**

Businesses, professionals, and occupations that meet all requirements are eligible to obtain business licenses upon application and payment of the license tax. Every person beginning a business is required to make an estimate of the amount of gross receipts they expect to receive by the end of the current license year. The first step in applying for a business license is to obtain and complete the Business License Application Form and file with the City of Alexandria Business Tax Branch. This information is then used by the Business Tax Branch to complete the business license application.

All contractors are required to obtain a business license before doing business in Alexandria. To solicit, bid on, or undertake a job, contractors must possess a Class A, B, or C contractors' license issued by the State Board for Contractors, listed above. Unlicensed contractors and contractors that possess a Class B or C license must obtain a City of Alexandria Home Improvement Contractor's License before soliciting or performing work on any residential property. Any contractor having a home office in Virginia and doing less than \$25,000 in work annually in Alexandria, may use a valid business license from another jurisdiction upon approval of the Business Tax Branch.

**Contact:** For additional information about obtaining a business license in Alexandria, please call the *Business Tax Branch at (703) 838-4680*. See the appendix for the address of the Business Tax Branch.

## **Step 4 - Obtain Zoning Approval**

All businesses in Alexandria must obtain zoning approval before conducting business. The City of Alexandria Zoning Ordinance regulates the location, type and size of businesses allowed to operate within the City. The ordinance controls the uses, size and height of buildings and parking requirements. Each of the City's commercial, office and industrial zones has a list of permitted uses. Some of these uses may be permitted only with a Special Use Permit.

## Home-based Businesses

A limited number of home occupations are permitted to be conducted as home-based businesses in residential zones subject to stringent conditions and stipulations. Please check with the Zoning Compliance Division at the address shown below for a detailed listing of regulations affecting home

occupations before you make a decision to operate a business in your home. Applications for Zoning Approval can be obtained from the Business Tax Branch, and should be completed and submitted to the City's Department of Planning and Zoning.

**Contact:** For additional information, please contact the *Alexandria Department of Planning and Zoning* at (703) 838-4688. See the appendix for the address.

## Step 5 - Ensure Compliance Building Code Regulations

### Certificate of Occupancy

Before opening for business, a Certificate of Occupancy is required in accordance with Section 118 of the Uniform Statewide Building Code. A Certificate of Occupancy is required for:

- ▲ New construction;
- ▲ Change of use group in an existing building (for example, from retail to office);
- ▲ Change of use within a use group in an existing building (e.g., switching from a beauty salon use to a travel agency);
- ▲ Major renovation within the same use group and having the same use; or
- ▲ Requests made by the property owner.

The Business Tax Branch will route new business license applicants to the Code Enforcement Bureau to determine if a Certificate of Occupancy and fire prevention permits are needed. The minimum fee for a Certificate of Occupancy is \$100 and the maximum is \$500. It is advisable to file and pay for a Certificate of Occupancy at the beginning of the permit review process so as to expedite the inspection process.

An inspection of the premises may be required by inspectors from Code Enforcement, Planning and Zoning, Transportation and Environmental Services, and the Health Department. Inspection requests are coordinated between several agencies and usually take 3-5 days to complete. It is recommended that the Code Enforcement Bureau be contacted approximately two weeks prior to a scheduled opening to determine the progress of the project, and to ensure that inspections are scheduled.

### Construction Permits

All new construction, alterations and tenant improvements involving building, electrical, plumbing, mechanical and fire protection work require permits. To obtain a permit, an application and four sets of well prepared, scaled drawings must be submitted to the Code Enforcement Bureau. Plans for new construction are reviewed only after the site plan process is complete. The proposed work must be reviewed and approved by Planning and Zoning, Transportation and Environmental Services, and Code Enforcement which must issue permits for each category of work to be undertaken, before work may begin. Depending on the type of work, it may also require the Health Department's approval. Plans for new construction are reviewed only after the site plan process is complete.

Construction permits are issued to property owners, licensed contractors, lessees, architects or engineers. Contractors must possess a state license, an Alexandria business license, or be registered as a reciprocity contractor with the City Business Tax Branch. For plumbing, electrical and mechanical trade work, the master tradesman must sign the permit application. A permit becomes invalid if work is not begun within six months of issuance or if the permit remains dormant for six months. Inspections are the only way to validate ongoing work. It is the permit holder's responsibility to request inspections in accordance with the Uniform Statewide Building Code Enforcement. The Bureau of Code Enforcement and the Department of Transportation and Environmental Services may conduct unscheduled, on-site inspection while work is in progress. A Certificate of Occupancy can only be issued after completion of all construction and trade work, and final inspections are requested and approved.

### **One-Stop Shop**

The City also offers a "One-Stop Shop" review process where representatives from Planning and Zoning, Transportation and Environmental Services, and Code Enforcement meets on Wednesdays, from 8:30 a.m. to 11:30 a.m., by appointment, to expedite building permit approvals for commercial tenant improvements. Only certain use groups and tenant sizes are eligible for "One-Stop Shop" review.

**Contact:** Please contact the *Code Enforcement Bureau at (703) 838-4360* and the *Alexandria Department of Transportation and Environmental Services Construction & Inspection Division at (703) 838-4324* for more information on obtaining a construction permit, trade permit and/or Certificate of Occupancy. See the appendix for the addresses. You may also call (703) 838-4900 - the 24-hour "ACCESS"- line for informational recordings.

## ESTABLISHING A BUSINESS IN VIRGINIA

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### **Incorporating in Virginia**

A new business incorporating in Virginia must file its Articles of Incorporation with the State Corporation Commission (SCC). To complete the organization of the corporation, the incorporators or initial directors must hold an organizational meeting of the corporation after filing the articles. Corporations incorporating in Virginia must pay a filing fee and a charter fee to the State Corporation Commission. The Filing Fee for Articles of Incorporation is \$25. Visit SCC's website at [www.state.va.us/scc](http://www.state.va.us/scc) for further assistance.

The Charter Fee for a stock corporation is based on the number of shares authorized by the Articles of Incorporation. The rates are \$50 for every 25,000 shares of stock or fraction thereof. For over one million shares, the fee is \$2,500. The charter fee for corporations organizing under the Virginia Non-stock Corporation Act (not-for-profit organizations) is \$50.

A foreign corporation (incorporated outside Virginia) doing business in Virginia must complete a Certificate of Authority to transact business in Virginia, file it with the State Corporation Commission and pay a fee of \$25. The corporation must also file a recently certified copy of its certificate or articles of incorporation and pay an Entrance Fee. This fee is based on the number of shares of stock authorized by its charter. Entrance fees are the same as the domestic corporation's charter fees.

### **Annual Registration**

Corporations doing business in Virginia must register annually with the State Corporation Commission. Stock corporations pay a \$50 fee for 5,000 or fewer shares plus \$15 for each additional 5,000 or fewer shares to a maximum of \$850. Non-stock corporations pay an annual fee of \$25.

**Contact:** For additional information, please contact the *State Corporation Commission Clerk's Office* at (804) 371-9733, or [www.state.va.us/scc](http://www.state.va.us/scc). (Forms available on line.) See the appendix for the address of the State Corporation Commission.

### **Non-Corporate Registration**

If you plan to establish a Limited Partnership or a Limited Liability Company, you should also contact the State Corporation Commission. The annual registration fee is \$50 for either a limited partnership or a limited liability company.

### **Security Registration**

Securities and persons offering or selling securities are required to be registered with the State Corporation Commission, or the securities transaction must be exempted under the Virginia Securities Act before they may be sold or offered. Investment Advisors and Investment Advisor Representatives must also be registered with the State Corporation Commission.

**Contact:** *State Corporation Commission, Division of Securities and Retail Franchising*, call (804) 371-9133. See the appendix for the address.

### **Franchise & Trademark Registration**

Franchises must be registered with the State Corporation Commission before they may be offered or sold in Virginia. Trademarks owned or used in Virginia may be registered by filing an application and a filing fee of \$30.

**Contact:** *State Corporation Commission Division of Securities & Retail Franchising, call (804) 371-9133.* See the appendix for the State Corporation Commission's address.

### **Federal Registration of Trademarks and Patents**

Trademarks are names or symbols used in any commerce that is subject to regulation by state government or the U.S. Congress.

**Contact:** For additional information contact the *U.S. Patent & Trademark Office at (703) 308-4357 or the Trademark Information Hotline at (703) 308-9000.* See the appendix for the address.

### **Copyrights**

Copyrights protect the thoughts and ideas of authors, composers and artists. A copyright prevents illegal copying of written matter, works of art or computer programs. In order to ensure copyright protection, the copyright owner should always include notices on all copies of the work.

**Contact:** For additional information contact the *U.S. Copyright Office at (order line-(202) 707-9100 or information line-(202) 707-3000).* See the appendix for the address.

### **Business Insurance**

Like home insurance, business insurance protects the contents of your business against fire, theft and other losses. It is prudent for any business to purchase a number of basic types of insurance. Some types of coverage are required by law, others simply make good business sense. Contact your insurance agent or broker for more information.

# COMMONWEALTH OF VIRGINIA TAXES

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## Virginia Department of Taxation

### Registration

Every business operating in the Commonwealth of Virginia must register with the agency that administers the taxes which may apply to the operation of the business. All corporations and partnerships must obtain an Employee Identification Number (EIN) from the Internal Revenue Service (IRS) for use as a taxpayer identification number. Sole proprietors are also required to obtain an EIN if they pay wages to one or more employees or if they file an excise tax return.

The major state income and general business taxes administered by the Virginia Department of Taxation include the following:

- Corporate Income Tax
- Individual Income Tax
- Employer Income Tax Withholding
- Employer Unemployment Tax
- Retail Sales and Use Tax
- Litter Tax
- Motor Vehicle Fuel Tax

### Corporate Income Tax

All domestic and foreign corporations registered with the State Corporation Commission must file corporate income tax with the Virginia Department of Taxation, if required to file a federal income tax return. Exceptions include nonprofit corporations, public service corporations and insurance companies. If the corporation is involved in business activities in several states and its income is subject to tax by both Virginia and other states, Virginia levies a tax on only the portion of its income generated in Virginia. Every corporation subject to the state income tax must make a declaration of its estimated income for the year, and submit installment payments if its tax can be expected to exceed \$1,000.

### Individual Income Tax

The Virginia individual income tax applies to all taxable income received by Virginia residents and to taxable income from Virginia sources received by nonresident individuals.

### Employer Income Tax Withholding

An employer who pays wages to one or more employees must deduct and withhold state income tax from such wages. A return must be filed regardless of whether any tax is due.

### Employer Unemployment Tax

The Virginia Employment Commission (VEC) administers the Employer Unemployment Tax. Virginia levies an unemployment tax based on wages of employees who work in Virginia. Taxes are paid on the first \$8,000 of annual wages paid to each employee. The tax rate can vary depending on the employer's experience rating.

**Contact:** For more information about employer unemployment tax, please contact the *Virginia Employment Commission (VEC)* at (703) 813-1300. See the appendix for VEC's address.

**Retail Sales and Use Tax**

Retail sales are defined as sales to a consumer or any person for purposes, other than for resale. The use tax applies to tangible personal property uses consumed or stored in Virginia but purchased out of state that would have otherwise been subject to sales tax. A return must be filed even if no tax is due.

**Litter Tax**

A litter tax is imposed on every business operating as a manufacturer, wholesaler, distributor, or retailer of certain enumerated products.

**Motor Vehicle Fuel Tax**

This tax is imposed in each city or county which is a member of a transportation district in which a rapid rail or bus commuter transport system exists.

**Contact:** For more detailed information about state income tax and state general business tax, contact the *Virginia Department of Taxation, Regional Office at (703) 367-8031*. See the appendix for the address of the Virginia Department of Taxation.

## STATE BUSINESS PROFESSIONAL AND OCCUPATIONAL LICENSE (BPOL)

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Entry into certain businesses, occupations, and professions is regulated by respective Virginia regulatory agencies. Before beginning operations in the state, businesses must be licensed. Minimum standards for education and training are established by the regulatory bodies which may also require applicants to take an oral or written examination.

Occupations and business operations which require state licensing, and the responsible Virginia agency are listed below.

### **Alcoholic Beverage**

For licenses involving the following alcoholic beverage activities:

- ▲ Production
- ▲ Distribution
- ▲ Storage
- ▲ Transportation/Sales

**Contact:** *Virginia Alcoholic Beverage Control Board, (703) 518-8090 or (804) 213-4400.* See the appendix for the address of the Virginia Alcoholic Beverage Control Board.

### **Education Professions**

For licenses involving the following professions:

- ▲ Guidance Counselor
- ▲ Public School Administrator
- ▲ Teacher

**Contact:** *Office of Teacher Licensure, Virginia Department of Education (804) 225-2020.* See appendix for the address of the Virginia Department of Education.

### **Health Professions**

For licenses involving the following professions:

- ▲ Audiology
- ▲ Dentistry
- ▲ Funeral Directors/Embalmers
- ▲ Medicine
- ▲ Nursing
- ▲ Nursing Home Administrators
- ▲ Optometry
- ▲ Pharmacy
- ▲ Professional Counselors
- ▲ Psychology
- ▲ Social Work
- ▲ Speech Pathology
- ▲ Veterinary Medicine



**Contact:** *Virginia Department of Health Professions, (804) 662-9900.* See the appendix for the address of the Virginia Department of Health Professions.

**Professional & Occupational Regulation**

For licenses involving the following professions:

- ▲ Architects
- ▲ Asbestos Occupations
- ▲ Auctioneers
- ▲ Boxing/Wrestling
- ▲ Barber
- ▲ Branch Pilot
- ▲ Certified Interior Designer
- ▲ Certified Public Accountant
- ▲ Contractor
- ▲ Cosmetologist
- ▲ Engineer, Professional
- ▲ Geologist
- ▲ Hearing Aid Specialist
- ▲ Landscape Architect
- ▲ Land Surveyor
- ▲ Optician
- ▲ Polygraph Examiner
- ▲ Real Estate Agent
- ▲ Real Estate Appraiser
- ▲ Soil Scientist
- ▲ Water/Wastewater Works Operators
- ▲ Works Management Facility Operators

**Contact:** *Virginia Department of Professional & Occupational Regulation, (804) 367-8583.* See the appendix for the address of the Virginia Department of Professional & Occupational Regulation.

## CITY OF ALEXANDRIA TAXES

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### **Finance Administration**

The Department of Finance, City of Alexandria, consists of four divisions (Revenue, Treasury, Accounting and Purchasing), and administers the following local taxes:

- Bank Franchise License Tax
- Business Professional and Occupational License Tax
- Business Tangible Personal Property Tax
- Cigarette Tax
- Daily Rental Tax
- E-911 Tax
- Motor Vehicle License Tax
- Real Estate Tax
- Recordation Tax
- Restaurant Meal Sales Tax
- Transient Lodging Tax
- Utility Tax

### **Bank Franchise License Tax**

Every bank or trust company with its main office or branch office(s) in the City must pay an annual franchise tax.

**Contact:** For additional information, please contact the *Tax Services & Enforcement Branch, Department of Finance at (703)838-5083*. See the appendix for the address of the *Tax Services & Enforcement Branch*.

### **Business Professional and Occupational License Tax (BPOL)**

Businesses, professionals, and occupations that meet all qualifications and legal requirements must obtain a business license upon application and payment of the license tax. All persons (including corporations, partnerships and individuals) doing business in the City of Alexandria, or self-employed professionals, on a part-time or full-time basis, and persons with home-occupation businesses, are required to pay an annual tax on gross receipts earned in the City. Every person or entity beginning a business is required to estimate the gross receipts the business will receive between the date the business operations began and the end of the current license year. All businesses must file whether or not a tax is due.

**Contact:** For more information, please contact the *Business Tax Branch, Department of Finance at (703) 838-4680*. See the appendix for the address of the Business Tax Branch.

### **Business Tangible Personal Property Tax**

Alexandria levies a tax on tangible personal property employed in a trade or business (furniture, fixtures, machinery, etc.) located in the City of Alexandria. Adjusted annually, the current rate is \$4.75 per \$100 of assessed value of furniture, fixtures, computers, and other business equipment. The current tax rate for machinery and tools is \$4.50.

**Contact:** For additional information, please contact the *Business Tax Branch, Department of Finance at (703) 838-4680*. See the appendix for addresses of the Business Tax Branch.

### **Cigarette Tax**

The City of Alexandria and Commonwealth of Virginia levy separate taxes on every person who sells, distributes, or uses cigarettes. All cigarettes purchased within the City must be purchased using the proper name and address where they are to be sold or distributed.

**Contact:** *Northern Virginia Cigarette Tax Board, (703) 591-9222, or the Revenue Division, Department of Finance at (703) 838-4570. See the appendix for the Northern Virginia Cigarette Tax Board's address.*

### **Daily Rental Tax**

Businesses that generate a minimum of 80% of their annual gross receipts from transactions involving rental periods of 92 consecutive days or less may qualify as a short-term rental business and remit a daily rental tax in lieu of business property tax on those rental properties.

### **E-911 Tax**

The 911 Emergency Service Fee is a fee to cover the costs of local jurisdictions providing 911 emergency response services to its citizens. The fee is generally either an amount per telephone access line or a percentage of revenue. State law mandates the fee. Verizon is collecting this fee as a billing agent on behalf of the appropriate 911 jurisdictions within the state. A few states authorized Verizon to collect the fees as a cost recovery where the state designates Verizon as the provider of the 911 emergency phone service.

**Contact:** For more information, please contact the *Tax Services & Enforcement Branch, Department of Finance at (703) 838-4570. See the appendix for the address of the Tax Services & Enforcement Branch.*

### **Motor Vehicle License Tax**

The City of Alexandria levies an annual vehicle license tax on all motor vehicles, trailers, and semi-trailers owned and held by City residents. The current tax rate is \$4.75 per \$100 of assessed value, prorated on the portion of the year that the vehicle is located in Alexandria. The rate is adjusted annually.

**Contact:** *Personal Property Tax Branch, (703) 838-4560. See the appendix for the Personal Property Tax Branch's address.*

### **Real Estate Tax**

The City of Alexandria levies tax each calendar year on all real estate located in the City that is subject to taxation. The tax is paid in two installments. The first half is due June 15<sup>th</sup> and the second half is due November 15<sup>th</sup>. The current rate is \$1.035 per \$100 of assessed value.

**Contact:** For information on the assessed value, contact *Department of Real Estate Assessments, (703) 838-4646. For real estate billing questions, contact the Treasury Division, Department of Finance at (703) 838-4777. See the appendix for the address of the Department of Real Estate Assessments and the Treasury Division.*

**Recordation Tax**

Virginia imposes a state tax on the admission of record of deeds, deeds of trust, mortgages, leases and contracts. The amount of the tax is determined and collected by the Clerk of the Court in the local jurisdiction where the document is first recorded. The City of Alexandria also levies a recordation tax.

**Contact:** *Clerk of the Circuit Court, Land and Records Division, (703) 838-4066.* See the appendix for the address of the Clerk of the Circuit Court.

**Restaurant Meal Sales Tax**

Any person, group of persons, corporation, company, association, firm or partnership that sells food and drink to be consumed by the purchaser at one time must collect this tax. The current rate is 3% of the purchase cost. The state also levies a sales tax on every person who sells, distributes or consumes food and drink.

**Contact:** For additional information, please contact the *Tax Services & Enforcement Branch, Department of Finance at (703) 838-4570.* See the appendix for the address of the *Tax Services & Enforcement Branch.*

**Transient Lodging Tax**

Hotels that rent rooms or spaces to any person for periods of 90 consecutive days or less, must collect a City tax. The current rate is 5.5 percent plus \$1.00 per room per day.

**Contact:** For more information, please contact the *Tax Services & Enforcement Branch, Department of Finance at (703) 838-4570.* See the appendix for the address of the *Tax Services & Enforcement Branch.*

**Utility Tax**

Every public service corporation that sells or furnishes a utility service must collect a City tax from the purchaser of the service. Alexandria City Code exempts from taxation federal, state and local agencies, political subdivisions, boards, commissions, and the purchase of bottled water and service from the Alexandria Sanitation Authority.

**Contact:** For additional information about the taxes listed above, contact the *Tax Services & Enforcement Branch, Department of Finance at (703) 838-4570.* See the appendix for the address of the Tax Services & Enforcement Branch.

## EMPLOYER REQUIREMENTS

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### **Employer Identification Number**

The Federal Employer Identification Number (EIN) is often used by state and local agencies as a means of cross-referencing businesses. The Commonwealth of Virginia strongly encourages all business entities to acquire and use a federal EIN. For more detailed information on obtaining a federal EIN, call the IRS toll-free at (866) 816-2065. IRS customer service representatives are available to answer calls Monday through Friday, from 7:30 a.m. to 5:30 p.m. customer's local time. Detailed information can be found at the IRS Small Business/Self Employed Community Web site at [www.irs.gov/smallbiz](http://www.irs.gov/smallbiz).

### **Employer Withholding Tax**

The law requires employers to withhold federal and state income taxes and Social Security, FICA, and Medicare taxes from earnings of each of your employees (IRS publication 15). In addition, the business is required to make payments from its own funds to Social Security for each employee. For more detailed information, contact the IRS at (800) 829-1040.

### **Independent Contractors**

A business is not required to withhold or pay employer taxes for monies it pays an independent contractor. The independent contractor is responsible for reporting his/her income and paying taxes. Independent contractors will need to obtain IRS Publication 15A which gives criteria and guidelines for independent contractors. Contact the IRS at (800) 829-1040.

### **Unemployment Tax**

Industrial and commercial employers must register with the Virginia Employment Commission and pay the Unemployment Insurance tax if they had one or more persons employed for some portion of a day for 20 or more weeks during the current or preceding calendar year, or if they paid wages of \$1,500 or more in any calendar quarter in either the current or preceding calendar year. Under Virginia law, the entire cost is paid by the employer.

Tax rates are based on the employer's past unemployment experience (known as the employer's experience rating) and on the State's unemployment compensation experience as reflected by the condition of the State Unemployment Compensation Trust Fund.

**Contact:** For additional information about Unemployment Insurance, call the *Virginia Employment Commission*, at (703) 813-1300. For Virginia Employment Commission address, see the appendix.

### **Worker Compensation Insurance**

Employers must carry workers' compensation insurance with a private insurance carrier or have a certificate of self insurance by the Virginia Workers' Compensation Commission if they have three or more employees regularly in service in the same business in Virginia. Workers' Compensation Insurance provides compensation and medical benefits to workers or their dependents if the workers become disabled or die from accidental injury or occupational disease due to their employment. Employers cannot deduct any part of the cost of workers' compensation insurance from the wages of any employee.

**Contact:** For more information about the Virginia Workers' Compensation Act, contact the *Virginia Workers' Compensation Commission* at (804) 367-2069, or at their website: [www.vwc.state.va.us](http://www.vwc.state.va.us). See the appendix for the address of the Virginia Workers' Compensation Commission.

### **Workers' Compensation Rates**

The cost of workers' compensation insurance varies by industry, by occupation, and by state. Effective January 1, 1994, Virginia partially deregulated its rate making system for workers' compensation insurance, going to a "competitive rate" or "loss costs" estimate. With this change, it is no longer possible to quote the full voluntary market rate as a cost estimate.

**Contact:** For answers to questions concerning workers' compensation, including rates, please contact *National Council on Compensation Insurance* at (561) 997-1000 or (800) 622-4123. See the appendix for the address of the National Council on Compensation Insurance.

### **Employment Eligibility**

The federal Immigration and Reform Control Act of 1986 states that all new employees must verify with their employer their eligibility to work. New employees must be U.S. citizens or aliens who are authorized to work in this country. Employees must verify employment eligibility of anyone hired after November 6, 1986, and complete and retain an "Employment Eligibility (Form I-9)," or obtain an "Employment Certificate" from the Virginia Employment Commission.

**Contact:** For more information on employment eligibility, please contact the *Bureau of Citizenship & Immigration Service (BCIS) of the Department of Homeland Security* at (800) 870-3676. See the appendix for the address of the BCIS.

### **Unlawful Discrimination**

The City of Alexandria Human Rights Ordinance covers employers within the City who have four or more employees. Under the Ordinance, employers are prohibited from discriminating against employees on the basis of race, color, religion, disability, ancestry, sex, age, national origin, sexual orientation, marital status or familial status. The Ordinance prohibits discrimination in employment, housing, education, credit, health and social services and public accommodations.

The Alexandria Human Rights Office is responsible for investigating complaints of discrimination under both the local Human Rights Ordinance and the Federal Civil Rights Acts (e.g., Title VII of the Civil Rights Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act) that contain many of the same prohibitions at the federal level for employers with more than 15 employees. The Virginia Human Rights Act also covers many of these prohibitions. Employees may file a complaint of discrimination with either the Alexandria Human Rights Office, U.S. Equal Employment Opportunity Office, or the Virginia Council on Human Rights.

**Contact:** *Alexandria Department of Human Relations, Human Rights Office*, (703) 838-6390. See the appendix for the address of the Alexandria Department of Human Relations.

### **Rights of Persons with Disabilities**

The Virginians with Disabilities Act protects the civil rights of persons with disabilities. The provisions prohibit employers from discriminating against persons with disabilities in employment or promotion

practices. It also requires that employers make reasonable accommodations to known physical and mental impairments of persons with disabilities.

**Contact:** *Virginia Department of Rights of Virginians with Disabilities, (804) 225-2042, or (800) 552-3962 (in Virginia, voice or TDD). See the appendix for the address of the Virginia Department of Rights of Virginians with Disabilities.*

### **Child Labor**

Minors under 14 and 15 years of age may be required to obtain employment certificates before they may work and are subject to hour restrictions. No employment certificate is needed for adolescents 16 years of age and older. There are no hour restrictions once the minor turns 16 years of age. However, there are hazardous occupations in which a teenager may not work until age 18.

### **The Right-to-Work Law**

Virginia is one of twenty states with a right-to-work law. The law prohibits a closed shop, where employers may hire only members of the contracting labor union, and a union shop, where the employee who is not a member of a union must join after a certain period of employment and must remain a member as a condition of employment.

### **Minimum Wage, Overtime and Medical Leave**

All employees in Virginia not covered by the Federal Fair Labor Standards Act (FLSA) are covered by the Virginia Minimum Wage Law if the employer has four or more employees. The federal minimum wage rate is \$5.15 per hour. The Virginia Minimum Wage Law, which covers many employees not falling under the FLSA provides for a minimum wage identical to the FLSA rate. A firm that engages in interstate commerce and/or has gross sales of \$500,000 annually must abide by the federal requirements. A firm not engaged in interstate commerce and with gross sales less than \$500,000 annually is subject to Virginia law. Certain employees, including those who receive tips, are subject to different pay standards.

Under federal guidelines, overtime pay must be at least one and one-half times an employee's regular rate of pay for all hours worked over 40 in a work-week.

The Family Medical Leave Act (FMLA) entitles employees to be off from work, due to family medical reasons, up to twelve weeks in a year beginning from the initial date of enrollment. This law applies to firms with at least 50 employees working within a 75-mile radius.

### **Payroll and Wages**

Employers may establish regular pay periods and rates of pay for all employees except executive personnel. Salaried employees must be paid at least once a month and employees paid on an hourly rate must be paid at least once every two weeks or twice a month. Students enrolled in a work-study program or its equivalent administered by any secondary school, institution of higher education, or trade school may be paid once each month if the institution so chooses. At termination of employment, Virginia regulations allow employers to pay employees all money due for work performed by the next regularly scheduled pay period. Any forms of payroll deductions must be with an employee's approval.

### **Equal Pay**

Under the Equal Pay Act of 1963, employers may not discriminate in pay on the basis of gender for equal work requiring equal skill, effort, and responsibility, and which is performed under similar working

conditions. If this law is violated and the violation is found to be willful, the employee whose wages were wrongfully withheld has a right to recover damages to the extent of two times the amount of wages withheld.

### **Bulletin Board Poster Requirements**

Employers operating in Virginia are required to display certain posters as prescribed by state and federal law. The required state and federal posters should be ordered directly from the issuing agency.

**Contact:** For more information and guidelines about **Child Labor and Right-to-Work Law, Minimum Wage, Payroll and Wages, Equal Pay, and Bulletin Board Poster Requirements**, contact the *Virginia Department of Labor & Industry Division of State Labor Law Administration, at (703) 392-0900*. See the appendix for the address of the Virginia Department of Labor & Industry.

For additional information about **Minimum Wage, Overtime, and Medical Leave**, please contact *U.S. Department of Labor, Wage & Hour Division at (703) 285-2575*. See the appendix for the address of the U.S. Department of Labor.



## OCCUPATIONAL SAFETY AND HEALTH REGULATIONS

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The Virginia Occupational Safety and Health (VOSH) Program of the Department of Labor & Industry has full authority from the U.S. Department of Labor to administer occupational safety and health plan enforcement through the VOSH program for general industry, construction, agriculture, and public sector employers.

Federal Occupational Safety and Health Administration (OSHA) retains jurisdiction and exercises direct enforcement for private sector employers in maritime, shipyard, marine terminal, longshoring, and gear certification. It also retains jurisdiction for employment at work sites on certain federal military facilities or federal enclaves.

### **Employee Safety and Health Programs**

The Office of Cooperative Programs provides general guidance to help companies establish employee safety and health programs. Consultation Services Staff conducts free on-site consultations with employers to assist them in achieving compliance with safety and health standards. Specific and comprehensive surveys of the workplace can also be carried out by the staff at the employer's request. The consultants provide reports identifying hazards and recommending corrective measures, as well as conduct employee training if needed.

**Contact:** For additional information, please contact the *Virginia Department of Labor & Industry at (703) 392-0900*. See the appendix for the address of the Virginia Department of Labor & Industry.

### **Occupational Safety and Health Enforcement**

Safety compliance officers and industrial hygienists from the divisions of Occupational Safety and Health Enforcement in the Department of Labor and Industry make routine scheduled inspections of industrial firms and construction sites throughout Virginia. In addition to investigating complaints from employees and their representatives, fatal accidents and catastrophes, the Safety and Health Enforcement divisions also conduct informal conferences between the agency and the affected employers and employees. Virginia law authorizes the Commissioner of the Department of Labor and Industry to assess civil penalties for cited violations.

**Contact:** *Virginia Department of Labor & Industry, (703) 392-0900*.

### **Radiation Control**

The Virginia Department of Health's Bureau of Radiological Health conducts inspections of work places containing potential radiation health hazards. The inspection schedule is based on requests, complaints, previous inspection reports, and facility size and type. Consultation services are also available from the Bureau.

All radiation machines, with certain exceptions, must be registered with the Bureau of Radiological Health. All X-ray machines used in the healing arts must also be certified for use. The Bureau also has responsibility for licensing all persons who acquire radioactive materials not otherwise subject to federal regulations. Radiation limits and personnel protection procedures are contained in *Radiation Protection Regulations*, available from the Virginia Department of Health.

Persons who conduct radon screening, testing, or mitigation must be listed as proficient by the U.S. Environmental Agency. Copies of this list as well as other publications can be obtained from the Virginia Department of Health.

**Contact:** For additional information, please contact the *Virginia Department of Health, Bureau of Radiological Health* at (800) 468-0138 or (804) 786-3561. See the appendix for the Virginia Department of Health, Radiological Health's address.

### **Boilers and Pressure Vessels**

The Division of Boiler Safety and Enforcement of the Department of Labor and Industry is responsible for assuring the inspection and certification of the construction, installation, operation, maintenance, repair, and alteration of all boilers and pressure vessels in Virginia. Boiler and pressure vessel inspections may be conducted by insurance inspectors and private fee inspectors who are commissioned by Boiler Safety.

**Contact:** For additional information, please contact the *Virginia Department of Labor & Industry* at (703) 392-0900, or the *Division of Boiler Safety and Enforcement* at (804) 786-3169. See the appendix for the address.

# ENVIRONMENTAL REGULATIONS

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## **Administration**

Virginia administers its environmental programs through independent state agencies, the Department of Environmental Quality and the Virginia Marine Resources Commission, and their voluntary citizen boards, appointed by the Governor.

The independent agencies administer the daily operations of Virginia's environmental programs and have considerable authority over the issuance of permits, interpretation of regulations, fee-setting, and initiation of enforcement actions. The agencies also serve as the primary point of contact for regulated industries.

The Department of Environmental Quality is responsible for both the environmental permitting process and communications with business, government, and the general public. The Virginia Marine Resources Commission remains the primary contact for joint local, state, and federal applications for all wetlands and navigable waterways permitting requirements.

The City of Alexandria has promulgated local erosion and sediment control ordinances which establish soil conservation requirements for land distributing activities associated with new construction. Information concerning these requirements may be obtained from the City of Alexandria Department of Transportation and Environmental Services, or from the Virginia Department of Conservation and Recreation's Division of Soil and Water Conservation, listed below.

Under the complex system of state and federal environmental programs and procedures, it is highly recommended that any business or industry which is new, modifying an existing facility, or modifying a process, seek early guidance from the appropriate regulatory agency before proceeding with the prospective activity.

**Contact:** *Virginia Department of Environmental Quality, (804) 762-4000, or Alexandria Department of Transportation and Environmental Services, (703) 838-4966* for more detailed information and to obtain information on regulations and fees contained in the *Business and Industry Guide to Environmental Permits in Virginia*. See the appendix for the addresses of the Virginia Department of Environmental Quality and Alexandria Department of Transportation and Environmental Services.

## BUSINESS RESOURCES, SERVICES AND ASSISTANCE

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### **Alexandria Economic Development Partnership, Inc.**

The Alexandria Economic Development Partnership, Inc. (AEDP) provides services in recruiting new businesses to Alexandria and helping existing businesses to expand within the City. AEDP assists businesses and targeted industries with information regarding the availability of build-to-suit sites, office space and retail locations, and economic and demographic statistics. Working closely with local, state and regional organizations, the AEDP promotes economic development options and programs by

- furnishing a listing of existing and proposed commercial real estate
- assisting commercial real estate professionals by providing material and property tours to businesses locating or expanding in the City
- organizing outreach activities with City officials and businesses to technology firms, headquarter operations, small and minority-owned business enterprises, international firms, and associations
- serving as a liaison between City, businesses, and the community to address regulatory concerns
- providing information about comparative market data on Alexandria and the Metropolitan Washington area
- promoting industrial revenue bond financing, the enterprise zone program, and incentives for research and development firms
- working closely with the Alexandria Small Business Development Center and other small business service providers to assist in new and expanding businesses
- supporting state and regional business attraction programs
- meeting with local building owners, developers, and alliance groups to shape the various submarkets within the City to enhance the quality of life

**Contact:** For more information, contact the *Alexandria Economic Development Partnership, Inc. (AEDP)* at (703) 739-3820 or [info@alexecon.org](mailto:info@alexecon.org) or [www.alexecon.org](http://www.alexecon.org). See the appendix for AEDP's address.

### **Alexandria Chamber of Commerce**

The Alexandria Chamber of Commerce is a nonprofit coalition of more than 1,100 businesses interested in promoting a good economic climate and quality of life in the City of Alexandria. It serves as the voice of business in Alexandria through its lobbying efforts. The Chamber also represents member interests on selected state and federal issues deemed vital to business interests in Alexandria.

The Chamber offers a variety of programs and services to assist member firms in promoting and expanding their business base. These include business referrals, networking and business promotional opportunities, educational programs, business information and discounts on a variety of business services which directly improve your bottom line. Other special programs include small business management workshops, sponsorship of a business expo showcasing the products and services available from Chamber members, and several community award programs. The Chamber as of July 1999, hosts the Alexandria Small Business Development Center to further strengthen small business assistance in the City.

In addition to its lobbying and networking programs, the Alexandria Chamber of Commerce helps promote its members' businesses through its referral services to potential visitors who contact the Chamber each month seeking hotel, restaurant, shopping and consumer services. The Chamber also receives more than 400 calls each month regarding business services. Referrals are made only to Alexandria Chamber of Commerce members, a free membership service.

Referrals are also made via the Chamber's web site located at [www.alexchamber.com](http://www.alexchamber.com). The Chamber's home page highlights major business issues and activities impacting the Alexandria community, including small business information. Web visitors can also identify Chamber members in various categories of business. Chamber members can now link directly to the Chamber's home page to ease access to business services and products.

The Chamber's Board of Directors develops an annual Program of Action to help improve Alexandria's economic climate and quality of life. The Program of Action includes technological initiatives and special programs to assist small businesses in expanding their economic success.

**Contact:** For further information about the Chamber's services and programs, please contact *Alexandria Chamber of Commerce* at (703) 549-1000 or [info@alexchamber.com](mailto:info@alexchamber.com) or [www.alexchamber.com](http://www.alexchamber.com). See the appendix for the Chamber's address.

### **Alexandria Small Business Development Center (SBDC)**

The Alexandria SBDC is part of Virginia's Small Business Development Centers, representing the most extensive business development program in the state. Hosted by the Alexandria Chamber of Commerce, the SBDC is a partnership between the City of Alexandria, the Alexandria Chamber of Commerce, Virginia Commerce Bank, William D. Euille & Associates, and the U.S. Small Business Administration working to strengthen Alexandria's economy. The SBDC assists small and medium-sized businesses in the City of Alexandria to improve management skills, productivity and their ability to generate profit. The SBDC provides one-on-one small business counseling, and information and referral services, at no cost. Nominal fees may be charged for training workshops and seminars.

**Contact:** For more information about the SBDC and its services, please contact *Alexandria Small Business Development Center* at (703) 778-1292 or [info@alexandriasbdc.org](mailto:info@alexandriasbdc.org) or [www.alexandriasbdc.org](http://www.alexandriasbdc.org). See the appendix for Alexandria SBDC's address. To access additional small business management and technical assistance resources, visit the web pages of the *U.S. Small Business Administration* at [www.sba.gov](http://www.sba.gov) or the *Virginia Department of Business Assistance* at [www.dba.state.va.us](http://www.dba.state.va.us).

### **Alexandria Convention and Visitors Association**

The Alexandria Convention and Visitors Association (ACVA) is a public/private partnership established in 1996 to promote the City of Alexandria and maximize business opportunities, increase tax revenues, and share the unique heritage of the City with visitors. ACVA markets events taking place in the City of Alexandria and is responsible for presenting Alexandria as a meeting and tour group site, as well as destination for leisure and business travel.

**Contact:** Information packages may be obtained by contacting the *ACVA* at (703) 838-4200 or *acva@funside.com* or *www.FunSide.com*. See the appendix for the ACVA's address.

### **Alexandria State Enterprise Zone**

Alexandria's Enterprise Zone, the first and only State Enterprise Zone in Northern Virginia, was designated by the Governor of Virginia in 1994. The Enterprise Zone was established to stimulate private investment and job opportunities by offering businesses located within the selected area a package of state and local incentives.

The City of Alexandria administers Alexandria's Enterprise Zone. Working with the City, the Alexandria Economic Development Partnership, Inc., promotes a comprehensive program designed to market the Enterprise Zone as a business location, and supports small and minority business development in the Zone. Qualified businesses are eligible for state tax credits, grants and other benefits.

**Contact:** *Alexandria Economic Development Partnership, Inc. (AEDP)* at (703) 739-3820 or *info@alexecon.org* or *www.alexecon.org*. See the appendix for AEDP's address.

### **Business Information Center (BIC)**

Supported by a local U.S. Small Business Administration (SBA) office, the BIC is designed to help your business research and plan. This "one-stop-center" offers free access to over 2,000 state-of-the-art computer and small business planning tools combined with free counseling by SCORE volunteer counselors.

**Contact:** For more information about BIC, please contact *the SBA Washington District Office* (202) 606-4000 Ext. 287 or *www.sba.gov*. See the appendix for the SBA's address.

### **Tax Exempt Options for Research & Development**

A company which registers with the City of Alexandria as a "research and development company" can exclude a portion of its receipts subject to the business and professional occupation and license tax. The portion of the company's revenue derived from research and development is excluded from the firm's receipts. Companies qualify for this exemption by obtaining recognition from the Department of Finance that they meet certain criteria developed by the Financial Accounting Standard Board. The Director of Finance makes the final determination as to whether a firm qualifies.

**Contact:** For more information about the City's policy on research and development companies, please contact the *Director of Finance, Finance Department* (703) 838-4755. See the appendix for the Finance Department's address.

**Virginia's Center for Innovative Technology (CIT)**

Virginia's Center for Innovative Technology (CIT) provides a balanced portfolio of services to address the unique challenges that directly promote the creation and retention of technology-based jobs and businesses in Virginia. CIT draws upon higher education, federal laboratories and many other partners to deliver appropriate solutions to businesses. Programs and services include, technical assistance in acquiring or developing a technology, turning technologies into products, or getting new products into production and to market

**Contact:** For additional information, please contact *Regional Director, Northern Virginia, Virginia's Center for Innovative Technology* at (703) 689-3000 or [www.cit.org](http://www.cit.org). See the appendix for CIT's address.

**Virginia Department of Business Assistance**

The Virginia Department of Business Assistance (DBA) offers four main programs for business and industry. The Existing Industry Division identifies resources that allow existing businesses and industries to address needs by taking advantage of opportunities and avoiding problems. The Workforce Services Division helps new and existing businesses and industries to recruit and train workers for newly created jobs. The Financial Services Division identifies potential financial resources and administers lending programs. The Small Business Division provides counseling and guidance to small business and entrepreneurs.

**Contact:** For more information, please contact *Virginia Department of Business Assistance (DBA)* at (804) 371-8200, or [www.dba.state.va.us](http://www.dba.state.va.us). See the appendix for DBA's address.

## BUSINESS SUPPORT ORGANIZATIONS AND PROGRAMS

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### **Alexandria Business and Professional Women (B&PW)**

A membership organization for business and professional women.

**Contact:** *Alexandria B&PW*, (703) 824-1378. See the appendix for B&PW's address.

### **The Eisenhower Partnership**

The Eisenhower Partnership promotes the development and redevelopment of the four-mile Eisenhower Avenue corridor in Alexandria. This area includes three Capital Beltway Interchanges and three Metro Stations (Eisenhower Avenue, King Street and Van Dorn), and large parcels of prime office, retail, and residentially zoned land.

The Partnership's activities focus on improving the quality of amenities and the appearance of the Eisenhower corridor; working with businesses seeking a location on the corridor; and promoting corridor locations to prospective tenants and building owners. It encourages members to purchase goods and services from other member businesses and sponsors networking events among area businesses. The Eisenhower Partnership works closely with the Alexandria Economic Development Partnership, Inc. to assist businesses looking for an Eisenhower Avenue location, and with the Alexandria Chamber of Commerce on small business and retail promotion initiatives.

**Contact:** For additional information, please contact *The Eisenhower Partnership* at (703) 684-5124. See the appendix for the Partnership's address.

### **Greater Washington Ibero-American Chamber of Commerce**

The Greater Washington Ibero-American Chamber of Commerce is a membership organization representing Hispanic businesses in the greater Washington area on important minority issues. It also provides information to members.

**Contact:** For information, contact the *Greater Washington Ibero-American Chamber of Commerce* at (202) 728-0352. See the appendix for the Chamber's address.

### **International Franchise Association**

Serves as a resource center for current and prospective franchisers and franchisees, the government and media.

**Contact:** *International Franchise Association*, (202) 628-8000. See the appendix for the address of the International Franchise Association.

### **JobLink**

*JobLink* is operated by the City of Alexandria, Department of Human Services in partnership with the Alexandria Chamber of Commerce, Alexandria Works! Coalition, Alexandria Commission on Employment, Alexandria/Arlington Private Industry Council, the Alexandria Economic Development Partnership, Inc., and Northern Virginia Community College. *JobLink* screens and prepares adults and



youth throughout the City to enter and re-enter the job market. It works directly with employers to locate qualified applicants with pre-screened skills and aptitudes, tailors employee training to job requirements and computer matches prospects to job expectations. *JobLink* offers full service support for employees through a hiring plan that links the employer with reliable and job-prepared employees. All services are free.

**Contact:** *JobLink*, (703) 838-4316. See the appendix for the address of *JobLink*.

### **King Street Metro Enterprise Team (KSMET)**

The King Street Metro Enterprise Team (KSMET) a not-for-profit association of businesses which provides a forum for sharing common interests and concerns for business development and quality of life. Its primary area of interest lies between the King Street Metro Station and Washington Street environs.

**Contact:** For further information, please contact Lois Walker, President *KSMET* at (703) 549-4696. See the appendix for the address of KSMET.

### **Northern Virginia Urban League**

Along with a number of other prominent African-American organizations, the National Urban League has been enlisted by the U.S. Small Business Administration (SBA) to help link minority entrepreneurs with the SBA and its traditional lending partners to increase loan assistance to minority-owned businesses and entrepreneurs in under served communities.

**Contact:** For detailed information on this and other programs of the National Urban League, please contact *Northern Virginia Urban League* at (703) 836-2858.

### **Northern Virginia Community College**

Northern Virginia Community College (NVCC) is an active participant in the Virginia Community College System's *Virginia Works* program. *Virginia Works* aims to strengthen the quality and availability of workforce services to business and industry by providing training programs geared to the needs of the business community. NVCC's Continuing Education and Workforce Development Offices offer courses, seminars, and workshops, on campus and at employers' sites.

**Contact:** For additional information, please contact *Northern Virginia Community College, Alexandria Campus* at (703) 845-6200. See the appendix for the address of NVCC.

### **Office of Transit Services and Programs (OTS&P)**

The City of Alexandria's Office of Transit Services and Programs (OTS&P), Department of Transportation & Environmental Services, provides information and resources to businesses and employees on transportation alternatives. The OTS&P will help your company solve employee commuting and parking problems. Your business will benefit with lower parking expenses, higher morale, improved recruiting, and more productive less stressed employees. In addition both you and employees will save money with the "pretax" option of *Metrochek*. To help you get moving, OTS&P also provides a transit match subsidy to businesses starting new transit programs. OTS&P's services are free of charge to City of Alexandria businesses.

**Contact:** For more information, please contact the *Rideshare Coordinator at (703) 838-3800 Office of Transit Services and Programs, Alexandria Department of Transportation & Environmental Services*. See the appendix for OTS&P's address.

### **Old Town Business Association**

The Old Town Business Association (OTBA) is a membership association of businesses in the Old Town Alexandria area.

**Contact:** For more information about OTBA, please contact *Charlotte Hall, President, at (703) 684-0580*. See the appendix for OTBA's address.

### **Alexandria Hotel Association**

The Alexandria Hotel Association (AHA) is an association of hotel general managers and owners dedicated to servicing Alexandria and its development with an understanding of the economic impact behind the hospitality industry. AHA serves as a voice for member hotels to study trends in the hotel industry, to promote advancement of Alexandria's hospitality industry and work with City officials on issues directly affecting its members.

**Contact:** For more information about AHA, please contact *Mary Anne Russell, President, at (703) 842-7020*. See the appendix for AHA's address.

### **Potomac West Business Association**

The Potomac West Business Association (PWBA) is a membership organization of business and property owners, professionals, and civic leaders who work together to improve the Potomac West area. PWBA undertakes special programs, neighborhood improvement projects and promotional events. Special networking opportunities and informational programs geared to various aspects of business operations and development are available from PWBA.

**Contact:** For more information, please contact *Tom Welsh, President, at (703) 683-2400*. See the appendix for PWBA's address.

### **Crime Resistance Program**

The Alexandria Police Department's Crime Prevention Unit provides programs to help businesses protect personnel, clients and property from crime. The following services are offered free and confidentially:

- ▲ Review of building and site plans for builders, developers, and architects to improve security
- ▲ Security survey and cost-effective recommendations for business owners and operators on exterior lighting, cash-handling procedures, and personnel safety
- ▲ Employee training on personal safety, office security, and combating shoplifting and robbery
- ▲ Assistance forming a *Business Watch* group with other businesses.
- ▲ Provide home security surveys.

**Contact:** For more information on the Police Department's Crime Prevention Unit, please contact *Alexandria Police Department, Crime Prevention Unit at (703) 838-4444*. See the appendix for the Police Department's address.

**Child Care**

The City of Alexandria Office for Early Childhood Development (OECD) provides information on all aspects of child care, including state and local regulations and licensing requirements. The OECD also provides financial assistance to eligible families to help pay the costs of child care. Free training programs, monthly workshops and post-secondary scholarships are also offered to family child care providers and child care center staff.

**Contact:** Businesses or individuals interested in more information about child care resources may contact *Office for Early Childhood Development, Department of Human Services at (703) 838-0750*. See the appendix for the address of the Department of Human Services.

**United States Hispanic Chamber of Commerce**

The United States Hispanic Chamber of Commerce (USHCC) is a membership organization that promotes the growth and development of Hispanic businesses.

**Contact:** For more information, please contact the *USHCC at (202) 842-1212*, or *www.ushcc.com*. See the appendix for USHCC's address.

## COMMONWEALTH OF VIRGINIA FINANCIAL ASSISTANCE PROGRAMS

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### **Virginia Small Business Financing Authority**

To assist qualified Virginia businesses in obtaining short-term financing, the Virginia Small Business Financing Authority (VSBFA) will guarantee a portion of a loan or a line of credit extended by a bank. The maximum guaranty is \$300,000 or 75 percent of the loan amount, whichever is less. The guaranty benefits the business by securing financing it would otherwise have been unable to obtain, while the bank benefits by reducing its risk. Visit the Department of Business Assistance website at [www.dba.state.va.us](http://www.dba.state.va.us) to learn more about Virginia's small business financing programs.

VSBFA charges a non-refundable fee of \$100 to \$250, depending on the loan amount requested, to process a Loan Guaranty Application. The annual guaranty fee is 1 percent of the guaranteed portion of the loan or line of credit. To be eligible for financing under the VSBFA Loan Guaranty Program, a Virginia business, must meet at least one of the following criteria: have \$10 million or less in annual revenues over each of the last three years; have a net worth of \$2 million or less; or have fewer than 250 employees.

**Contact:** For additional information, please contact the *Virginia Small Business Financing Authority* at (804) 371-8254. See the appendix for VSBFA's address.

### **Virginia Defense Conversion Revolving Loan Fund (VDCRLF)**

This program provides loans of up to \$700,000 to bridge the gap between private debt financing and private equity for projects that will result in job creation or retention. Funding is available for fixed asset financing to companies which derive 15% or more of their revenues from contracts with the U.S. Department of Defense, and have been adversely impacted by defense cutbacks.

**Contact:** *Virginia Small Business Financing Authority*, (804) 371-8254. See the appendix for VSBFA's address.

### **Industrial Development Bonds (IDBs) and the Umbrella IDB Program**

The Virginia Small Business Financing Authority issues both tax-exempt and taxable revenue bonds (IDBs) statewide to provide creditworthy businesses with access to long-term, fixed asset financing at favorable interest rates and terms. Tax-exempt IDBs may be used to finance new or expanding manufacturing facilities and exempt projects such as solid waste disposal facilities.

In addition, VSBFA offers an Umbrella IDB Program which provides a cost efficient means for businesses to sell their bonds in the public bond market, particularly for smaller projects with limited access to this market.

**Contact:** *Virginia Small Business Financing Authority*, (804) 371-8254. See the appendix for the VSBFA's address.

### **Virginia Economic Development Revolving Loan Fund**

This program provides loans of up to \$700,000 to bridge the gap between private debt financing and private equity for projects that will result in job creation or retention. Funding is available for fixed asset financing to new and expanding manufacturing companies and other industries which derive 50% or more of their sales outside of Virginia.

**Contact:** *Virginia Small Business Financing Authority, (804) 371-8254.* See the appendix for VSBFA's address.

### **Child Day Care Financing Programs**

The Virginia Small Business Financing Authority (VSBFA) provides small direct loans to “regulated” child care providers in the Commonwealth for quality enhancement projects or to meet child care requirements, including health, safety and fire codes.

VSBFA provides loans up to \$25,000 for Child Day Centers and up to \$3,000 to Family Home Providers. Some examples of eligible loan uses include infant care equipment, equipment needed to care for children with special needs, playground improvements, vans, and upgrades or renovations to kitchens, bathrooms, plumbing or electrical systems.

**Contact:** For more information, please call *Child Day Care Financing Program at VSBFA, (804) 371-8184.* See the appendix for VSBFA's address.

### **Virginia Neighborhood Assistance Act**

The Virginia Neighborhood Assistance Act offers state income tax credit for businesses assisting economically disadvantaged individuals throughout the State. Investment by a business may take the form of financial assistance, material, labor, job training, counseling, emergency assistance medical care, and crime reduction activities.

**Contact:** For more information, please contact *Neighborhood Assistance Program, Department of Social Services, Office of Community Services at (804) 692-1895.* See the appendix for the address of the Department of Social Services.

## ALEXANDRIA FINANCIAL ASSISTANCE PROGRAMS

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### **Alexandria Industrial Development Authority (IDA)**

The City of Alexandria's Industrial Development Authority (IDA) principal task is to promote industry and develop trade by inducing manufacturing, industrial, governmental and commercial enterprises to locate or remain in Virginia. IDA's major tool for accomplishing these objectives is the issuance of industrial revenue bonds. The interest on these bonds enjoys a tax exempt status for federal and Virginia income tax purposes. IDA bonds may be used for any legitimate project, except for certain sporting and recreational facilities and single or multi-family facilities.

**Contact:** For further information about industrial revenue bond financing, please contact *Alexandria Industrial Development Authority (IDA)* at (703) 739-3820. See the appendix for IDA's address.

## SBA FINANCIAL ASSISTANCE PROGRAMS

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The U.S. Small Business Administration (SBA) has five primary financial assistance programs: the 7(a) Loan Guaranty Program, the 504 Certified Development Company Program, the 7(m) Micro-loan Program, Surety Bond Guarantee Program, Small Business Investment Companies, and the Small Business Innovation Research/Technology Transfer Programs. More detailed information about financing your business, visit the SBA's website at [www.sba.gov](http://www.sba.gov).

### **SBA 7(a) Loan Guaranty Program**

The SBA 7(a) Loan Guaranty program guarantees loans made by commercial lenders to small businesses. Loans can be used for business or property acquisition, expansion, equipment purchase, working capital and debt consolidation. The SBA will guarantee up to 85 percent of loans of \$150,000 or less and 75 percent on loans of more than \$150,000. The maximum loan amount guaranteed is \$1 million. Exceptions are the International Trade, DELTA and 504 loan programs, which have higher loan limits.

Guaranty fees are based on maturity and the SBA's share: on loans of more than one year where the SBA exposure is \$80,000 or less, the fee is 0.25 percent; on loans of more than one year where the SBA exposure \$80,000 or less, fees are calculated on an incremental scale.

Repayment periods vary according to the business' ability to repay, and the specific loan product selected below. Generally, loans for working capital will have a repayment period of up to 10 years, while loans for machinery/equipment, real estate, and construction will have a repayment period of up to 25 years.

The 7(a) program includes a number of products:

- **LowDoc** - or Low Documentation Loan Program;
- **SBA Express** - where loan documentation and approval authority are delegated to lenders;
- **CAPLines** - an umbrella lending program that helps small businesses meet cyclical working capital needs;
- The **International Trade Loan Program (ITL)** and the **Export Working Capital Program (EWCP)**, provide short and medium-term financing to small businesses involved in exporting
- **DELTA** - the Defense Loan and Technical Assistance Program provides financial and technical assistance to help defense-dependent firms diversify.

**Contact:** For further information, please contact *U.S. Small Business Administration, Washington District Office at (202) 606-4000. Internet home page: <http://www.sba.gov/dc>*. See the appendix for the SBA's address.

### **SBA 504 Certified Development Company Program**

The Virginia Asset Financing Corporation has been designated by the SBA to provide long-term, fixed rate financing to Virginia's small and medium sized businesses through the 504 Loan Program. Businesses receive favorable terms through the 504 Loan Program for financing the

acquisition and/or renovation of an existing building, acquisition of land and construction of a new building, or the purchase of long-term machinery and equipment. The assets acquired must be for use by the business.

Typically the new businesses will be required to provide a 10% down payment, another lending institution will provide 50% of the project financing (1<sup>st</sup> lien), and the borrower will provide the remaining 40% (2<sup>nd</sup> lien). The 504 portion provides a competitive rate coupled with a full 20-year maturity. In exchange for the competitive package, the business is expected to create jobs, meet a public policy goal of the SBA, or demonstrate a significant impact on the local economy. The average project size is \$1,000,000. Although projects range in size from \$200,000 to \$5,000,000. Start-up businesses are eligible, although the typical borrower is an existing business. The 504 Program is administered in Northern Virginia, including the City of Alexandria, by the Virginia Asset Financing Corporation.

**Contact:** For more information about the 504 Loan Program, please contact the *Virginia Asset Financing Corporation* at (703) 352-0504, or [www.virginiaasset.org](http://www.virginiaasset.org). See the appendix for the addresses of Virginia Asset Financing Corporation.

### **SBA 7(m) Micro Loan Program**

The Micro Loan Program provides short-term loans ranging from \$500 to \$35,000 for small-scale financing purposes such as inventory, supplies, machinery/equipment, furniture and working capital. Loans are made to for profit new and existing businesses, through SBA-approved locally based nonprofit organizations. Generally, these funds may not be used to pay existing debts, purchase real estate, or provide a down payment on a project in excess of \$25,000 in value.

The Micro Loan Program is administered by **ECDC Enterprise Development Group**, the only designated SBA micro loan intermediary lender in Northern Virginia. ECDC provides micro loans as well as management assistance, and training to small-scale enterprises.

**Contact:** For further information about the Micro Loan Program, contact the *Enterprise Development Group* at (703) 685-0510 or [www.ecdcinternational.org](http://www.ecdcinternational.org). See the appendix for ECDC's address.

### **Surety Bond Guarantee Program**

The Surety Bond Guarantee (SBG) Program was developed to provide small and minority contractors with contracting opportunities for which they would not otherwise bid. The Office of Surety Guarantees administers the SBG program through a private-public partnership between the federal government and the surety industry. SBA guarantees bid, performance, payment and ancillary bonds issued by surety companies for construction, service and supply contracts and reimburses the sureties a percentage of the losses sustained if the contractor defaults. SBA's guarantee provides the incentive necessary for sureties to issue bonds to contractors who could not otherwise compete in the contracting industry.

**Contact:** For further information, please visit the SBA website at [www.sba.gov](http://www.sba.gov). See the appendix for the SBA's address.



### **Small Business Investment Companies (SBIC) and Specialized Small Business Investment Companies (SSBIC)**

The Small Business Investment Company Program fills the gap between the availability of venture capital and the needs of small businesses that are either starting or growing. Licensed and regulated by the SBA, SBIC's are privately owned and managed investment firms that make capital available to small businesses through investments or loans. They use their own funds plus funds obtained at favorable rates with SBA guaranties and/or by selling their preferred stock to the SBA. SBIC's are for-profit firms whose incentive is to share in the success of a small business.

A specialized type of SBIC is the "Section 301(d) SBIC" (Minority Enterprise SBIC or SSBIC). While all SBICs will consider applications from businesses owned by socially or economically disadvantaged persons, SSBICs are chartered to invest exclusively in businesses owned and operated by socially or economically disadvantaged persons, including women-owned and Vietnam veteran-owned firms. An SSBIC can also provide management assistance to companies it finances.

**Contact:** *SBICs, National Association of Small Business Investment Companies (202) 628-5055; SBA Washington District Office (202) 606-4000; SSBICs, National Association of Investment Companies, (202) 628-5055.* See the appendix for these addresses.

### **Small Business Innovation Research (SBIR)**

The SBIR program is a competitive initiative designed to encourage small businesses to explore their technological potential. It provides incentives for small firms to commercialize new ideas.

The SBIR initiative targets the entrepreneurial sector because that is where most innovation and innovators thrive. However, the risk and expense of conducting serious R&D efforts are often beyond the means of many small businesses. By reserving a specific percentage of federal R&D funds for small business, SBIR program protects the small business and enables it to compete on the same level as larger businesses. The program funds the critical startup and development stages and it encourages the commercialization of the technology, product, or service, which, in turn, stimulates the U.S. economy.

### **Small Business Technology Transfer (STTR)**

The STTR program is an important new small business program that expands funding opportunities in the federal innovation research and development arena. Central to the program is expansion of the public/private sector partnership to include the joint venture opportunities for small business and the nation's premier nonprofit research institutions.

STTR's most important role is to foster the innovation necessary to meet the nation's scientific and technological challenges in the 21st century. It is a highly competitive program that reserves a specific percentage of federal R&D funding for award to small business and nonprofit research institution partners.

**Contact:** For more information, please contact *U.S. Small Business Administration, (SBA) Office of Technology at (202) 205-6450 or [www.sba.gov/sbir/indexsbir-sttr.html](http://www.sba.gov/sbir/indexsbir-sttr.html).* See the appendix for the address of the SBA's Office of Technology.

## MINORITY BUSINESS ENTERPRISE PROGRAMS

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There are a variety of programs and services available to Alexandria minority business owners and entrepreneurs. These programs are sponsored by the federal government, the Commonwealth of Virginia, or other nonprofit organizations.

### **Virginia Department of Minority Business Enterprise (DMBE)**

The Virginia DMBE works with minority firms to increase contracting opportunities for minority businesses in both the public and private sector, with emphasis on doing business with the state government.

Assistance is provided in registering minority firms as vendors with Virginia, federal and local agencies.

**Contact:** For more information, please contact Virginia DMBE at (804) 786-6585. See the appendix for the address of the Virginia Department of Minority Business Enterprise.

### **Virginia Department of Transportation (VDOT)**

The Virginia Department of Transportation (VDOT) is responsible for the nation's third largest state-maintained highway system. VDOT administers the building and maintenance of highways, bridges, ferries, and tunnel services throughout Virginia.

In 1982, Congress mandated that 10 percent of federal-aid highway money be spent with small businesses owned and controlled by socially and economically disadvantaged individuals, thus directing the establishment of a Disadvantaged Business Enterprise (DBE) Program. In 1999 the U.S. Department of Transportation (USDOT) revised the DBE program removing the 10 percent mandate. The revised program allows federal-aid recipients to establish their own goal on federal-aid contracts. VDOT established its DBE goal at 10.1 percent, which was approved by USDOT. VDOT assists disadvantaged business enterprises (DBE), through its Business Assistance and Support programs, by offering services and support to increase their participation in contracts financed with federal funds. It also provides opportunities for DBE firms in state-funded highway projects. In addition, technical, educational and managerial training, and construction loan assistance are also available from VDOT. To participate in VDOT's DBE program, a firm must meet certain qualifying criteria through a certification process.

**Contact:** For more DBE program information, or to apply for certification, please contact VDOT's *Civil Rights Division* at (804) 786-2095, or *VDOT's Northern Virginia Office* at (703) 383-2341. See the appendix for VDOT's addresses.

### **Virginia Regional Minority Supplier Development Council (VRMSDC)**

The Virginia Regional Minority Supplier Development Council (VRMSDC) is a nonprofit organization working to expand business opportunities for minority-owned businesses. In addition, the Council works to encourage mutually beneficial economic links between minority businesses and the public and private sectors. Programs and services offered by VRMSDC include certification, referrals to corporate members of qualified minority-owned suppliers, business assistance loan programs, networking events, and executive education scholarship programs.

**Contact:** For more information, please contact *VRMSDC at (804) 780-2322, or VRMSDC Northern Virginia Regional Office at (703) 903-3431.* See the appendix for VRMSDC's address.

## **WOMEN-OWNED BUSINESS ENTERPRISE PROGRAMS**

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Various programs sponsored by the federal government, Commonwealth of Virginia and nonprofit organizations are available to train and educate women business owners who want to start or expand their businesses.

### **Women's Business Center, Inc.**

In an effort to address the special needs and concerns of women who want to start or expand their business, the U.S. Small business Administration (SBA) has a partnership locally with the Women's Business Center (WBC) to provide low-cost and free training and counseling to women business owners. The Center's programs include comprehensive long-term training, hands-on workshops, and full-day seminars for women entrepreneurs at all levels of business development - from start-up through mature and growing companies, and introduces clients to business technology including the Internet and the World Wide Web.

**Contact:** For more information, please contact the *Women's Business Center, Inc. at (202) 785-4922.* See the appendix for the address of the Women's Business Center, Inc.

### **Women's Business Center Online**

The Women's Business Center Online provides women business owners with business training and technical assistance, help in accessing credit and capital, and business opportunities, including federal contracts. Women's Business Center Online is the only office in the Federal Government established to help women become full partners in economic development through small business ownership.

**Contact:** For more information, please contact *Office of Women's Business Ownership, US Small Business Administration at (202) 205-6673, or access its interactive free website* for training and assistance in starting or growing a business at *www.onlinewbc.gov*. See the appendix for the Women's Business Center Online address.

### **Women's Business Center of Northern Virginia**

The Women's Business Center of Northern Virginia was funded to help any woman in the Northern Virginia area who is interested in starting or expanding her small business. The Center offers free and low-cost training programs, free one on one technical counseling, marketing assistance, access to those who can make loans, help in getting special certifications to do business with local, state and federal government, a resource library, computers and Internet access, and more!

**Contact:** For information, please contact *the Women's Business Center of Northern Virginia at (703) 534-6220 or www.wbcnova.org.* See appendix for the address of the Women's Business Center of Northern Virginia.

## PROCUREMENT OPPORTUNITIES

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### **The City of Alexandria**

The government of the City of Alexandria consists of 19 departments and these departments purchase a variety of goods and services ranging from pencils to multimillion dollar construction projects. All contracts for purchase or lease of goods and services, insurance or construction are awarded through competitive bidding or negotiation, or through other processes established by Virginia Law and City Code. It is the mission of the City's Purchasing Division to provide fair and equal treatment to all persons, both City departments and vendors, involved in the procurement process.

While the City of Alexandria cannot, by law, grant preferences or set-asides to small and disadvantaged businesses, the City's Purchasing Division cooperates with state and federal agencies, and organizations supporting small business development in Alexandria to facilitate the participation of small and disadvantaged businesses in the procurement transactions of the City. The City publishes a brochure, *How to do Business with the City of Alexandria, Virginia -- A Guide for Vendors*. Call or write the City's Division of Purchasing to obtain a free copy. The brochure is also available on the Internet at: <http://ci.alexandria.va.us/purchasing/purchasing.html>

**Contact:** To place your firm on the City's computerized list of goods and services, or to obtain more information on the procurement process, please contact *Purchasing Agent, City of Alexandria, Division of Purchasing* at (703) 838-4944. See the appendix for the Purchasing Agent's address.

The following City of Alexandria agencies and authorities are legally independent of the City and are responsible for conducting their own purchasing transactions: *Alexandria City Public Schools*, (703) 825-6600; *Alexandria Public Library*, (703) 838-5900; *Alexandria Redevelopment & Housing Authority*, (703) 549-7115; *Alexandria Sanitation Authority*, (703) 549-3381. See the appendix for the addresses of the City of Alexandria agencies and purchasing authorities listed above.

### **Other Local Governments**

The Metropolitan Washington Council of Governments (COG) publishes a *Directory of Local Government Purchasing Personnel* which lists information on nearly 50 different purchasing entities in the Metropolitan Washington region.

**Contact:** Copies of the Directory are available through COG at (202) 962-3200. See the appendix for COG's address.

### **Commonwealth of Virginia**

Businesses interested in procurement opportunities with the Commonwealth of Virginia must first register their firms with the State's Department of General Services (DGS), Division of Purchase and Supply. In addition, businesses can now also access procurement opportunities with the Commonwealth of Virginia through eVa, Virginia's electronic procurement solution. Among services offered are:

- Online vender registration
- Electronic submission of bids and proposals
- Posting of vendor catalogs
- Electronic order receipt

eVa also provides e-mail notices of solicitations initiated by all agencies throughout Virginia.

**Contact:** To obtain an application for registration, or for further information, please contact *Virginia Department of General Services* at (804) 786-3845 or by e-mail at *eva-customer-care@dgs.state.va.us*. For more information about services offered by eVa, log onto *www.eva.state.va.us* or call customer support at (866) 289-7367. See the appendix for DGS's address.

### **Virginia Women's Business Enterprise Program (VWBE)**

The Virginia Women's Business Enterprise Program (VWBE) offers assistance to Virginia's women-owned business enterprises by providing a process for certification of women-owned businesses to augment their efforts in securing "set-aside" contracts and participation in supplier diversity programs, and assists certified Virginia women-owned firms in marketing to buyers via a directory and on-line database.

**Contact:** For more information about the VWBE Certification program, please contact the *Virginia Women's Business Enterprise Program at the VWBE Message Line at (800) 980-8923*. See the appendix for VWBE's address.

### **Federal Government Procurement Programs**

The following are the major federal programs which provide business development assistance to small, disadvantaged-owned firms to gain access to federal procurement opportunities:

- The *Prime Contracts Program*, helps to increase the small business share of government contracts. Representatives review contracting actions at major federal procurement centers, review the subcontracting plans, recommend contracting sources and provide counseling.
- The *Section 8(a) Business Development Program* is intended for business development purposes to help socially and economically disadvantaged business owners. SBA assists these firms in gaining equal access to the resources necessary to develop their business and, thereby, improve their ability to compete on an equal basis in the mainstream of the American economy.
- *Small Disadvantaged Business (SDB) Program* processes SDB certification applications. To qualify as an SDB, a firm must be owned and controlled by one or more individuals who are socially and economically disadvantaged. Congress has directed that individuals who are members of certain ethnic groups are presumed to be disadvantaged. Other persons, including women and persons of any race, can also qualify by establishing their disadvantaged status.
- *Women-Owned Business Procurement* is a multi-faceted program aimed at teaching women to market to the federal government. It also works to increase the pool of qualified business owners through procurement conferences held at major buying sites.
- *Federal Procurement Opportunities* is a nationwide program to assist veteran-owned businesses. It provides veterans (especially those impacted by defense downsizing) opportunities to sell products and services to the federal government and to federal prime contractors.

**Contact:** For more information about federal government procurement opportunities and programs, you may contact *SBA's Washington District Office at (202) 606-4000*, review Government-wide Inquiries

for Bids at *www.FedBizOpps.gov*, or *www.ccr.gov* for access on SBA's Procurement and Marketing Access Network (PRO-Net) to sell to the Government. See the appendix for the SBA's address.

**Procurement Technical Assistance Program (PTAP)**

The Procurement Technical Assistance Program (PTAP) is a not-for-profit organization funded by the Defense Logistics Agency and George Mason University. PTAP exists to increase contracting opportunities between small businesses, prime government contractors and the federal government. It offers technical assistance, marketing, technical consulting and educational services to businesses in Northern Virginia and Washington, D.C. metropolitan area that are interested in federal, state, and local contracting. Most of the services are free of charge.

**Contact:** For additional information about the program and client services, please contact *PTAP* at (703) 277-7757 or *www.gmu.edu/gmu/PTAP*. See the appendix for PTAP's address.

**Virginia Procurement Pipeline**

The Virginia Procurement Pipeline is a computerized database that assists Virginia buyers and sellers by marketing and identifying products and services that are available in the state. This program was established by the Virginia Economic Bridge which provides the database on the Internet at no charge to the companies.

**Contact:** For further information about obtaining a free listing with the Pipeline, please contact *Virginia Procurement Pipeline* at (540) 230-6237. See the appendix for the Virginia Procurement Pipeline's address.

## WORKFORCE TRAINING AND RECRUITING

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### **City of Alexandria Office of Employment Training (OET)**

#### *Employment Resource Center*

The Resource Center responds to employers' recruitment needs by providing a central location to list job vacancies and find qualified employees. The Resource Center helps job seekers with job vacancy listings and resources such as typewriters, telephones, and computers to facilitate the job search.

#### *Job Training Partnership Act*

Assists those who are unemployed and economically disadvantaged with career counseling, training, and job development.

#### *Economic Displacement and Worker Adjustment Assistance (EDWAA)*

This program helps people who lose their jobs due to downsizing or closing. EDWAA staff conduct briefings at employer work sites to explain the program's services which include career counseling, retraining in marketable skills, and assistance with job search.

#### *Youth Employment Program*

Helps youth obtain work experience and basic educational skills in federally and privately funded summer jobs and year-round employment.

#### *Virginia Refugee Resettlement Program*

Assists employers with transition services and helps refugee clients with services such as counseling, training, and job development.

**Contact:** For more detailed information on the employment training and recruiting programs, and the services, please contact *OET* at (703) 838-0940. See the appendix for OET's address.

#### ***Alexandria Works!***

This program is dedicated to providing community leadership and support for welfare reform in the City of Alexandria. *Alexandria Works!* is a coalition of businesses, nonprofit and religious organizations and government agencies working to assist persons on Aid to Families with Dependent Children (AFDC) to become employed in unsubsidized private sector jobs.

**Contact:** For more information about *Alexandria Works!* contact OET at (703) 838-0940. See the appendix for the address of OET.

#### ***JobLink***

*JobLink* is operated by the City of Alexandria, Department of Human Services in partnership with the Alexandria Chamber of Commerce, Alexandria Works! Coalition, Alexandria Commission on Employment, Alexandria/Arlington Private Industry Council, the Alexandria Economic Development Partnership, Inc., and Northern Virginia Community College. *JobLink* screens and prepares adults and youth throughout the City to enter and re-enter the job market. It works directly

with employers to locate qualified applicants with pre-screened skills and aptitudes, tailors employee training to job requirements and computer matches prospects to job expectations. *JobLink* offers full service support for employees through a hiring plan that links the employer with reliable and job-prepared employees. All services are free.

**Contact:** For more information about *JobLink*, contact (703) 838-4316. See the appendix for the address of *JobLink*.

### **Virginia Employment Commission (VEC)**

VEC helps businesses find suitable employees for specific job openings and assists job seekers with career counseling and job referrals, and sponsors workshops on interviewing and other job search skills. Employment Tax Workshops are provided to local businesses to assist in proper reporting and payment of Unemployment Compensation Tax. Other resources provided by VEC include Employer Resource and Recruitment rooms with publications on tax and employment laws and issues, human resources, job announcements, workforce development services, and labor market and demographic data.

**Contact:** For more information, contact *VEC* at (703) 813-1300. See the appendix for VEC's address.



## INTERNATIONAL TRADE ASSISTANCE AND FINANCE

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International trade (importing and exporting) are regulated by the U.S. Government and generally not by state and local government. The Federal Government offers excellent sources of assistance. Several Virginia agencies and private sector companies also assist businesses in the basics of exporting and importing.

### **Trade Information Center**

The Trade Information Center (TIC) is the first stop for exporters seeking federal help. The TIC offers comprehensive counseling on all federal government export assistance programs and the export process in general, as well as country-specific expertise on Asia, Latin America, Africa, Western Europe and the Near East. The TIC is operated by the International Trade Administration of the U.S. Department of Commerce for the 20 federal agencies that manage the U.S. Government's export promotion programs and activities. TIC's trade specialists can help exporters access foreign tariff information market research, trade leads and regulations, and on-line government documents relating to export promotion and international markets. The staff can also direct callers to local trade offices and private organizations that provide export assistance.

**Contact:** For more information, please contact *TIC at 1-800-USA-TRADE (1-800-872-8723)* or *www.tradeinfo.doc.gov*. For TIC's address, see the appendix.

### **USA Trade Center**

The USA Trade Center is located in the Ronald Reagan Building and International Trade Center in Washington, D.C. and brings together key components of the U.S. Department of Commerce to provide a range of export counseling and information to the public. The Center contains a high-tech international Trade and Business Information Bookstore offering reference and general interest publications, periodicals, electronic resources, foreign language materials and tapes, and other resources including export counseling and country expertise, assistance with export control or licensing inquiries, U.S. Foreign Commercial Service products, STAT-USA, an on-line trade leads and market information service, and assistance on overseas business opportunities financed by international development banks.

**Contact:** For more information, please contact the *USA Trade Center at 1-800-USA TRADE (1-800-872-8723)* or *www.ustc.doc.gov*. See the appendix for the address of the USA Trade Center.

### **Northern Virginia Export Assistance Center**

The Northern Virginia Export Assistance Center is part of the U.S. Department of Commerce. It offers export marketing and trade finance support for small and medium sized firms. The Center is a federal interagency effort that combines services and programs of the U.S. Department of Commerce, Export-Import Bank of the United States (EXIMBANK), and the U.S. Small Business Administration.

Trained export counselors work with clients to evaluate their needs and help them develop customized international business strategies to compete in the global marketplace. In addition, the Center assists in obtaining export credit insurance, pre-export financing and medium and long-term loans.

**Contact:** For more information, please contact *the Northern Virginia Export Assistance Center at (703) 235-0031*. See the appendix for the address of the Northern Virginia Export Assistance Center.

### **Virginia Economic Development Partnership (VEDP)**

VEDP's Division of International Trade Development assists Virginia businesses in their efforts to introduce and sell products and services abroad. Export consulting, marketing assistance, international market information, market planning programs, export publications, and export financing assistance are provided to Virginia businesses interested in pursuing foreign sales opportunities. Marketing assistance is provided through trade and catalog shows, trade missions, and buying groups.

**Contact:** For more information, please contact VEDP's, *International Trade Development Office at (703) 506-1030 or [www.yesvirginia.com](http://www.yesvirginia.com)*. See the appendix for VEDP's address.

### **Foreign Trade Zone (FTZ)**

There are five *Foreign Trade Zones (FTZ)* located in Virginia, including one at Washington Dulles International Airport, where businesses may forward their goods for storage, for an unlimited period of time, while awaiting favorable market conditions in the U.S. or abroad. No duties are paid on goods that are re-exported.

**Contact:** For additional information, please contact the *Virginia Economic Development Partnership at (703)235-0031*.

### **U.S. Small Business Administration (SBA) Export Financing Programs**

The *International Trade Loan Program* provides financing for small businesses that are engaged in or preparing to engage in international trade, or that have been adversely affected by competition from exports. The SBA can guarantee loans of up to \$1 million for fixed assets and up to \$250,000 for working capital.

The *Export Working Capital Program (EWCP)* provides loan guarantees for loans used to: finance labor and material for manufactured goods for export; purchase goods or services for export; or finance accounts receivable generated from export sales. SBA can guarantee 75 percent on loans up to \$750,000 or 80 percent on loans of \$100,000 or less.

**Contact:** For more information on the international trade loan and export working capital loans, contact *SBA at (202) 606-4000 or [www.sba.gov](http://www.sba.gov)*. See the appendix for the SBA's address.

### **Export-Import Bank of The United States (EXIMBANK)**

EXIMBANK is an independent federal government agency that provides export financing to large and small businesses and to potential exporters who have difficulty obtaining working capital loans from commercial lenders. EXIMBANK financial assistance is provided in the form of direct loans, insurance and loan guarantees for lenders to foreign buyers of goods and services produced in the United States.

**Contact:** For more information about specific EXIMBANK Programs, contact Export-Import Bank of the United States (EXIMBANK) at (800) 565-3946, or *www.exim.gov*. See the appendix for EXIMBANK's address.

### **Virginia Small Business Financing Authority (VSBFA)**

#### **Export Financing Assistance**

The Virginia Small Business Financing Authority (VSBFA) works in partnership with the Export-Import Bank of the United States (EXIMBANK) and the U.S. Small Business Administration (SBA) to provide export financing assistance to qualified Virginia exporters. VSBFA helps Virginia exporters to access EXIMBANK and SBA guarantees by packaging and submitting applications according to federal guidelines. Once an approval is obtained, VSBFA can assist the business in finding a bank to finance the transaction.

**Contact:** To discuss financing needs with a VSBFA export financing specialist, contact *VSBFA at (804) 371-8254*. See the appendix for VSBFA's address.

#### **Importing Requirements**

The U.S. Government publishes *Importing into the United States*, a guide to documentation and regulations related to the import process. It is available through the U.S. Government Printing Office by calling (202) 512-1800. The *U.S. Customs Service* also provides tariff rates for tariff information for specific imported products by calling (202) 482-6900. Generally, federal and state governments do not provide assistance for businesses interested in importing. The Commercial or Trade Attache of the embassy of the country your business is interested in is a good source for information on importing. Import information may also be obtained from the various port authorities, customs brokers and forwarding/receiving agents.

#### **Certificate of Origin**

Many foreign nations require a signed statement, known as a Certificate of Origin, to accompany the goods entering their country. The certificate identifies the origin of the items. The Alexandria Chamber of Commerce provides this service for \$20 to its members, and for \$40 to nonmembers.

**Contact:** For more information, contact the *Alexandria Chamber of Commerce at (703) 549-1000*. See the appendix for the Chamber's address.

## APPENDIX A

### DIRECTORY OF AGENCIES AND ORGANIZATIONS

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	Phone	Fax
<b>Alexandria Business &amp; Professional Women</b> P.O. Box 3601 Alexandria, VA 22302	(703) 824-1378	
<b>Alexandria Chamber of Commerce</b> 801 N. Fairfax Street, Suite 402 Alexandria, VA 22314 E-mail: <a href="mailto:info@alexchamber.com">info@alexchamber.com</a> <a href="http://www.alexchamber.com">www.alexchamber.com</a>	(703) 549-1000	(703) 739-3805
<b>Alexandria Convention &amp; Visitors Association</b> 421 King Street Alexandria, VA 22314 E-mail: <a href="mailto:Acva@funside.com">Acva@funside.com</a> <a href="http://www.funside.com">www.funside.com</a>	(703) 838-4200 (800) 388-9119	(703) 838-4683
<b>Alexandria Department of Human Relations</b> Human Rights Office 421 King Street, Room 400 Alexandria, VA 22314	(703) 838-6390	(703) 838-4976
<b>Alexandria Department of Human Services</b> 2525 Mount Vernon Avenue Alexandria, VA 22301	(703) 838-0710 (703) 838-0750	(703) 838-0886
<b>Alexandria Department of Planning &amp; Zoning</b> 301 King Street, Room 2100 Alexandria, VA 22314	(703) 838-4688	(703) 838-6393
<b>Alexandria Department of Real Estate Assessments</b> 301 King Street, Room 2600 Alexandria, VA 22314 E-mail: <a href="mailto:realestate@ci.alexandria.va.us">realestate@ci.alexandria.va.us</a>	(703) 838-4646	(703) 706-3979
<b>Alexandria Department of Transportation &amp; Environmental Services</b> Construction & Inspection Division 301 King Street, Room 4130 Alexandria, VA 22314	(703) 838-4966 (703) 838-4324	(703) 838-6438

	<b>Phone</b>	<b>Fax</b>
<b>Alexandria Economic Development Partnership, Inc.</b> 1729 King Street, Suite 410 Alexandria, VA 22314 E-mail: <a href="mailto:info@alexecon.org">info@alexecon.org</a> <a href="http://www.alexecon.org">www.alexecon.org</a>	(703) 739-3820	(703) 739-1384
<b>Alexandria Hotel Association</b> Embassy Suites Alexandria 1900 Diagonal Road Alexandria, VA 22314	(703) 842-7020	(703) 684-0653
<b>Alexandria Industrial Development Authority</b> 1729 King Street, Suite 410 Alexandria, VA 22314 E-mail: <a href="mailto:info@alexecon.org">info@alexecon.org</a> <a href="http://www.alexecon.org">www.alexecon.org</a>	(703) 739-3820	(703) 739-1384
<b>Alexandria Police Department</b> Crime Prevention Unit 2003 Mill Road Alexandria, VA 22314	(703) 838-4444	(703) 838-6345
<b>Alexandria Public Library</b> 5005 Duke Street Alexandria, VA 22314 <a href="http://www.alexandria.lib.va.us">www.alexandria.lib.va.us</a>	(703) 519-5900	(703) 703-519-5916
<b>Alexandria City Public Schools</b> 2000 N. Beauregard Street Alexandria, VA 22311 <a href="http://www.acps.k12.va.us">www.acps.k12.va.us</a>	(703) 824-6600	(703) 824-6699
<b>Alexandria Redevelopment &amp; Housing Authority</b> 600 N. Fairfax Street Alexandria, VA 22314	(703) 549-7115	(703) 549-8709
<b>Alexandria Sanitation Authority</b> 1500 Eisenhower Avenue Alexandria, VA 22314 E-mail: <a href="mailto:alexsan@alexsan.com">alexsan@alexsan.com</a> <a href="http://www.alexsan.com">www.alexsan.com</a>	(703) 549-3381	(703) 549-9671

**Alexandria Small Business Development Center**

801 N. Fairfax Street, Suite 402  
Alexandria, VA 22314  
E-mail: [info@alexandriasbdc.org](mailto:info@alexandriasbdc.org)  
[www.alexandriasbdc.org](http://www.alexandriasbdc.org)

(703) 778-1292

(703) 778-1293

**Phone****Fax****Business Tax Office, Alexandria**

301 King Street, Room 1400  
Alexandria, VA 22314

(703) 838-4680

(703) 519-3418

**Citizen Assistance, Alexandria**

301 King Street, Room 1900  
Alexandria, VA 22314

(703) 838-4800  
(703) 838-5056 (TDD)

(703) 838-6426

**Clerk of the Circuit Court**

520 King Street, Room 307  
Alexandria, VA 22314

(703) 838-4044  
(703) 838-4066 (Land Records Division)

(703) 838-3897

**Code Enforcement Bureau, Alexandria**

301 King Street, Room 4200  
Alexandria, VA 22314

(703) 838-4360

(703) 838-3880

**ECDC Enterprise Development Group**

Alexandria Micro Loan Program  
901 S. Highland Street  
Arlington, VA 22204  
E-mail: [info@ecdcinternational.org](mailto:info@ecdcinternational.org)  
[www.ecdcinternational.org](http://www.ecdcinternational.org)

(703) 685-0510

(703) 685-0529

**Eisenhower Partnership, The**

2121 Eisenhower Avenue, Suite 200  
Alexandria, VA 22314  
E-mail: [info@eisenhowerpartnership.org](mailto:info@eisenhowerpartnership.org)  
[www.eisenhowerpartnership.org](http://www.eisenhowerpartnership.org)

(703) 684-5124

(703) 684-7887

**Export-Import Bank of the United States**

811 Vermont Avenue, N.W.  
Washington, D.C. 20571  
E-mail: [info@exim.gov](mailto:info@exim.gov)  
[www.exim.gov](http://www.exim.gov)

(202) 565-3946  
(800) 565-3946

(202) 565-3380

**Finance Department, Alexandria**

301 King Street, Room 1600  
Alexandria, VA 22314

(703) 838-4755

(703) 838-4987

**Greater Washington Ibero-American Chamber of Commerce**1710 H. Street, NW, 11<sup>th</sup> Floor

(202) 728-0352

(202) 728-0355

Washington, D.C. 20006

E-mail: [info@iberochamber.org](mailto:info@iberochamber.org)[www.iberochamber.org](http://www.iberochamber.org)**Phone****Fax****Bureau of Citizenship & Immigration Service (BCIS)**

U.S. Department of Homeland Security

(800) 870-3676

4420 N. Fairfax Drive, Room 210

Arlington, VA 22203

**International Franchise Association**

1350 New York Avenue, N.W., Ste. 900

(202) 628-8000

(202) 628-0812

Washington, D.C. 20005

E-mail: [info@franchise.org](mailto:info@franchise.org)[www.franchise.org](http://www.franchise.org)**JobLink**

City of Alexandria

(703) 838-4316

(703) 548-0483

2914 Business Center Drive

Alexandria, VA 22314

E-mail: [joblink@ci.alexandria.va.us](mailto:joblink@ci.alexandria.va.us)**KSMET, Inc.**

Walker Real Estate

107 S. West Street

(703) 549-4696

(703) 549-0393

Alexandria, VA 22314

E-mail: [lowalker@aol.com](mailto:lowalker@aol.com)[www.ksmet.com](http://www.ksmet.com)**National Association of Investment Companies**

1300 Pennsylvania Avenue, Suite 700

(202) 289-4336

(202) 289-4329

Washington, D.C. 20014

[www.naicvc.com](http://www.naicvc.com)**National Association of Small Business Investment Companies**666 11<sup>th</sup> Street, N.W., Suite 750

(202) 628-5055

(202) 628-5080

Washington, D.C. 20001

E-mail: [nasbic@nasbic.org](mailto:nasbic@nasbic.org)[www.nasbic.com](http://www.nasbic.com)

**National Council on Compensation Insurance**

750 Park of Commerce Drive (561) 997-1000 (561) 997-4233  
Boca Raton, FL 3348 (800) 622-4123  
www.ncci.com

**Neighborhood Assistance Program**

Department of Social Services (804) 692-1895 (804) 692-1869  
Office of Community Services  
730 E. Broad Street  
Richmond, VA 23219  
E-mail: mrw2@email1.dss.state.va.us

**Phone****Fax****Northern Virginia Cigarette Tax Board**

11166 Main Street, # 502 (703) 591-9222 (703) 591-8306  
Fairfax, VA 22030  
nvctb@aol.com

**Northern Virginia Community College**

Alexandria Campus (703) 845-6200 (703) 845-6010  
3001 N. Beauregard Street  
Alexandria, VA 22314  
www.nv.cc.va.us

**Northern Virginia Export Assistance Center**

1911 Ft. Myer Dr., #601 (703) 235-0331 (703) 524-2649  
Arlington, VA 22209  
E-mail: nova.office.box@mail.doc.gov  
www.deq.state.va.us

**Northern Virginia Urban League**

1315 Duke Street (703) 836-2858 (703) 836-8948  
Alexandria, VA 22314  
www.novaul.org

**Office of Employment Training, City of Alexandria**

2525 Mt. Vernon Avenue (703) 838-4316 (703) 548-0483  
Alexandria, VA 22314

**Office of Transit Services and Programs (OTS&P)**

301 King Street, Room 5100 (703) 838-3800 (703) 838-6438  
Alexandria, VA 22314  
E-mail: rideshare@ci.alexandria.va.us

**Office of Women's Business Ownership**



U.S. Small Business Administration 1110 Vermont Avenue, NW, 9 <sup>th</sup> Floor Washington, D.C. 20416 <a href="http://www.sba.gov">www.sba.gov</a>	(202) 205-6673	(202) 205-7287
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**Old Town Business Association**

Potomac Riverboat Company 205 The Strand Alexandria, VA 22314 E-mail: <a href="mailto:prcboats@aol.com">prcboats@aol.com</a>	(703) 684-0580	(703) 548-9001
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**Personal Property Tax Branch, Alexandria**

301 King Street, Room 1410 Alexandria, VA 22314	(703) 838-4560	(703) 706-3996
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	<b>Phone</b>	<b>Fax</b>
<b>Potomac West Business Association (PWBA)</b> 2100 Mt. Vernon Avenue Alexandria, VA 22301 E-mail: <a href="mailto:welshsalon@comcast.com">welshsalon@comcast.com</a> <a href="http://www.pwba.org">www.pwba.org</a>	(703) 683-2400	(703) 836-8433

**Procurement Technical Assistance Program**

4301 University Drive, Suite 200 Enterprise Center Fairfax, VA 22030 E-mail: <a href="mailto:ptap@gmu.edu">ptap@gmu.edu</a> <a href="http://www.gmu.edu/gmu/ptap/">www.gmu.edu/gmu/ptap/</a>	(703) 277-7757	(703) 352-8195
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**Purchasing Agent, Alexandria**

Division of Purchasing 100 N. Pitt Street, Suite 301 Alexandria, VA 22314 E-mail: <a href="mailto:jack.pitzer@ci.alexandria.va.us">jack.pitzer@ci.alexandria.va.us</a>	(703) 838-4944	(703) 838-6493
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**State Board for Contractors**

Virginia Department of Professional and Occupational Regulation 3600 W. Broad Street Richmond, VA 23230	(804) 367-8511	(804) 367-2474
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**State Corporation Commission**

Securities & Retailing Division P.O. Box 1197	(804) 371-9733 (804) 371-9051
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Richmond, VA 23218

(800) 552-7945 Calls placed from VA only.

**Tax Services & Enforcement Branch, Alexandria**

301 King Street, Room 1700  
Alexandria, VA 22314

(703) 838-4570

(703) 548-6065

**USA Trade Center**

Ronald Reagan Building and International Trade Center  
1300 Pennsylvania Avenue, N.W.  
Washington, D.C. 20230

(800)-USA-TRADE [(800)-872-8723]

(800)-TDD-TRADE (Hearing Impaired)

(800)-833-8723)

**U.S. Copyright Office**

101 Independence Avenue, S.E.  
Washington, D.C. 20559  
[www.copyright.gov](http://www.copyright.gov)

(202)707-3000

(202)707-2600

(202)-707-6737 (TTY)

**Phone**

**Fax**

**U.S. Department of Labor**

Wage & Hour Division  
5203 Leesburg Pike, Suite 1603  
Falls Church, VA 22041

(703) 285-2575

**U.S. Patent & Trademark Office**

USPTO Contact Center (UCC)  
Crystal Plaza 3, Room 2C02  
P.O. Box 1450  
Alexandria, VA 22323-1450  
E-mail: [usptocontact@uspto.gov](mailto:usptocontact@uspto.gov)  
[www.uspto.gov](http://www.uspto.gov)

(800) 786-9199

703-305-7786

(703) 308-4357

(703) 305-7785 (TTY)

**U.S. Small Business Administration**

Office of Technology  
409 3<sup>rd</sup> Street, S.W., 8<sup>th</sup> Floor  
Washington, D.C. 20416

(202) 205-6450

(202) 205-7754

**U.S. Small Business Administration**

Washington District Office  
1110 Vermont Avenue, N.W., 9<sup>th</sup> Floor  
Washington, D.C. 20005  
[www.sba.gov/dc](http://www.sba.gov/dc)

(202) 606-4000

(202) 606-4225

**United States Hispanic Chamber of Commerce**

1019 19<sup>th</sup> Street, N.W., Suite 200  
 Washington, D.C. 20036  
[www.usbcc.com](http://www.usbcc.com)

(202) 842-1212

(202) 842-3221

**Virginia Asset Financing Corporation**

4165 Chain Bridge Road  
 Fairfax, VA 22030  
 E-mail: [srobertson@virginiaasset.org](mailto:srobertson@virginiaasset.org)  
[www.vafc.org](http://www.vafc.org)

(703) 352-0504

(703) 352-9100

**Virginia's Center for Innovative Technology**

CIT Tower, Suite 600  
 2214 Rock Hill Road  
 Herndon, VA 20170  
[www.cit.org](http://www.cit.org)

(703) 689-3000

(703) 689-3041

**Virginia Department of Alcoholic Beverage Control**

Alexandria Regional Office  
 501 Montgomery Street  
 Alexandria, VA 22314  
 Richmond Office  
[www.abc.state.va.us](http://www.abc.state.va.us)

(703) 518-8090

(703) 518-8093

(804) 213-4400

**Virginia Department of Business Assistance**

707 E. Main Street, Suite 300  
 Richmond, VA 23219  
[www.dba.state.va.us](http://www.dba.state.va.us)

**Phone**

(804) 371-8200

**Fax**

(804) 371-8111

**Virginia Department of Education**

Office of Teacher Licensure  
 P.O. Box 2120  
 Richmond, VA 23218

(804) 225-2022

(804) 786-6759

**Virginia Department of Environmental Quality**

P.O. Box 10009  
 Richmond, VA 23240

(804) 698-4000

(804) 698-4019

**Virginia Department of Health**

Bureau for Radiological Health  
 1500 E. Main Street, Room 240  
 Richmond, VA 23219  
[lfoldesi@vdh.state.va.us](mailto:lfoldesi@vdh.state.va.us)

(804) 786-5932

(804) 786-6979

**Virginia Department of Health Professions**

(804) 662-9900

6606 W. Broad Street, 4<sup>th</sup> Floor  
Richmond, VA 23230

**Virginia Department of Labor & Industry** (703) 392-0900 (703) 392-0308  
10515 Battlevue Parkway (804) 786-3169 (804) 371-2324  
Manassas, VA 20109

**Virginia Department of Minority Business Enterprise**  
200-202 N. 9<sup>th</sup> Street, 11<sup>th</sup> Floor (804) 786-5560 (804) 371-7359  
Richmond, VA 23219 (800) 223-0671  
(804) 371-8929 TTY

**Virginia Department of Professional & Occupational Regulation**  
3600 W. Broad Street, 5<sup>th</sup> Floor (804) 367-8500 (804) 367-2475  
Richmond, VA 23230  
dpor@dpor.state.va.us

**Virginia Department for Rights of Virginians with Disabilities**  
200-202 N. 9<sup>th</sup> Street, 9<sup>th</sup> Floor (804) 225-2042 (804) 225-3221  
Richmond, VA 23219 (800) 552-3962

**Virginia Department of Taxation** (703) 359-6710  
Fairfax Regional Office  
11166 Main Street, Suite 300  
Fairfax, VA 22030

	<b>Phone</b>	<b>Fax</b>
<b>Virginia Department of Transportation (VDOT)</b>	(804) 786-2095	
Civil Rights Division		
1401 E. Broad Street		
Richmond, VA 23219		

<b>Virginia Department of Transportation (VDOT)</b>	(703) 383-2341	(703) 383-2360
Northern Virginia District		
14685 Avion Parkway		
Chantilly, VA 20151		

**Virginia Division of Purchases and Supply** (804) 786-3842  
Department of General Services  
805 E. Broad Street  
Richmond, VA 23219

<b>Virginia Economic Development Partnership</b>	(703) 506-1030	(703) 506-1033
Division of International Trade		

International Trade Development Office  
 8300 Boone Boulevard  
 Vienna, VA 22182  
 E-mail: [mduys@yesvirginia.org](mailto:mduys@yesvirginia.org)  
[www.yesvirginia.org](http://www.yesvirginia.org)

<b>Virginia Employment Commission</b>	(703) 813-1300	(703) 813-1380
Alexandria Field Office		
5520 Cherokee Avenue		
Alexandria, VA 22312		

<b>Virginia Procurement Pipeline</b>	(540) 831-4532	(540) 633-4531
Virginia Economic Bridge		
Radford University		
P.O. Box 7035		
Radford, VA 24142		
E-mail: <a href="mailto:pipeline@runet.edu">pipeline@runet.edu</a>		

<b>Virginia Regional Minority Supplier Development Council</b>	(804) 780-2322	(804) 780-3171
1111 E. Main Street		
Richmond, VA 23219		
<a href="http://www.vmsdc.org">www.vmsdc.org</a>		

<b>Virginia Regional Minority Supplier Development Council (Northern Virginia)</b>	(703) 903-3431	(703) 903-2244
8200 Jones Branch Drive		
McLean, VA 22102		
<a href="http://www.vmsdc.org">www.vmsdc.org</a>		

	<b>Phone</b>	<b>Fax</b>
<b>Virginia Small Business Financing Authority</b>	(804) 371-8254	(804) 225-3384
707 E. Main Street		
P.O. Box 446		
Richmond, VA 23218		
<a href="mailto:csurface@dba.state.va.us">csurface@dba.state.va.us</a>		

<b>Virginia Women's Business Enterprise Program</b>	(800) 980-8923	(804) 225-3384
Small Business Development Division		
Virginia Department of Business Assistance		
P.O. Box 446		
Richmond, VA 23218		
<a href="mailto:wbe@dba.state.va.us">wbe@dba.state.va.us</a>		

<b>Virginia Workers' Compensation Commission</b>	(804) 367-2069	(804) 369-9740
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1000 DMV Drive  
Richmond, VA 23220

**Women's Business Center, Inc.**

(202) 785-4922

(202) 785-4110

1001 Connecticut Avenue N.W., Suite 312  
Washington, D.C. 20036  
E-mail: [info@womensbusinesscenter.org](mailto:info@womensbusinesscenter.org)

**Women's Business Center of Northern Virginia**

(703)534-6220

(703) 534-6223

7001 Loisdale Road  
2<sup>nd</sup> Floor  
Springfield, VA 22150  
[www.wbcnova.org](http://www.wbcnova.org)

## **APPENDIX B**

### **CITY OF ALEXANDRIA 2004 TAX RATES**

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The City of Alexandria Tax Rates for 2004 are listed on the AEDP wesite at [http://www.alexecon.org/tax\\_structure.html](http://www.alexecon.org/tax_structure.html)

## **APPENDIX C**

### **CITY OF ALEXANDRIA FORMS FOR BUSINESSES**

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A current listing of City of Alexandria Business Forms are listed on the City's website at <http://ci.alexandria.va.us/city/formspg.html>